Mid-project Review

Requirements and Assessment

Bachelor of Computer & Information Sciences

Research & Development Project

Date	Version	Author	Notes
March 2014	1.0	Anne Philpott	Contains collated notes from earlier project assessment resources.
February 2015	1.1	Anne Philpott	Minor updates
July 2015	1.2	Anne Philpott	Updated timeframes for mid-project reviews.
May 2016	1.3	Stephen Thorpe	Minor updates
September 2016	1.4	Stephen Thorpe	Revisions to the report structure guidelines and minor updates
May 2017	1.5	Stephen Thorpe	Revisions to the interview process
Feb 2020	1.6	Sarita Pais	Revisions to the interview process
April 2020	1.7	Sarita Pais	Revisions to suit online delivery
Sep 2020	1.8	Sarita Pais	Deadline changes
August 2022	1.9	Jacqui & Ramesh	General update
July 2023	2.0	Jacqui & Ramesh	Revised requirements and submission dates
January 2024	2.1	Jacqui, Jing Ma & Ramesh	Revised requirements and submission dates

1. Mid-project Progress Review

The mid-term review involves preparing a **status report document** ***and*** an **in-person project status review presentation and portfolio show and tell by the team** of their current project status with reference to the project proposal.

Due dates and times

The status report is due Friday, week 11, at 17:00. One team member must upload it to Canvas.
The project status review presentation must be conducted during week 12 (Monday to Friday)

Late Policy

Late assignments, without an approved extension, will be subject to a deduction of 5% (one grade e.g. from C+ to C) of the total mark available for each 24-hour period, or part thereof, up to a maximum of five calendar days. Assignments that are over five days late will not normally be accepted or marked, and students will receive a DNC (Did Not Complete) for that assessment.

Background

The Mid-project Progress Review aims to verify the status of your project. It allows the academic panel to assess your progress, the quality of your project artefacts created to date, the learning gained up to this point, and to identify any gaps that need to be filled. It also allows you and the academic team to identify issues in your project that must be addressed to reduce the potential for failure. The status review report document and presentation/show and tell contribute 10% to your overall project grade.

Preparation for the review and participation in the review process provides another opportunity to assess six of your learning outcomes:

1. *Demonstrate a professional attitude.*
2. *Communicate effectively with clients and sponsors.*
3. *Communicate effectively in both written and verbal presentations and group situations.*
4. *Effectively manage, monitor, and control the activities involved in a development project.*
5. *Determine an appropriate process and accompanying set of deliverables for their project.*
6. *Show the ability to document the deliverables appropriately for your project - software specifications, project plans, source code, technical reports, white papers, literature reviews, or academic articles for publication*.

Preparation

In preparation for the review presentation and interview, your team must:

- Produce a status report
- Ensure that your team portfolio is up to date and complete and includes evidence of the work completed to date both as a team and as individuals and is accessible for your presentation.
- Ensure that your individual work logbooks are up to date, complete, and accessible for your presentation
- Prepare a brief "show and tell" presentation that walks the academic panel of assessors through your portfolio and evidence of work done

2. Status Report

The Status Report should critically evaluate and describe the current status of your project. You must provide a clear indication of how your schedule is tracking against the timeline given in your proposal. You must clearly and comprehensively identify the artefacts produced and identify issues and risks encountered to date that are or a likely to impact the project schedule.

The report must also present a summary of the work contributed **by each team member** along with a breakdown of activities contributing to each team member's total individual hours and learning. Both activities and hours on task for Part 1 of the project should be evidenced in the artifacts presented in the team portfolio.
The status report must be written in a formal academic style, presented in a professional manner, and should not be more than 2,000 words.

Below is the structure (template) required to write the status report, your report should include:

- A title page with the team name, date, version, individual team member names, and mentor name
- An executive summary
- A brief project description
- An overview of project objectives, scope, approach, major milestones, and deliverables
- A response to how the feedback/recommendations provided during your proposal have been addressed
- Details of any variations or deviations from the original proposal (e.g. scope, requirements, products, etc.). A rationale should be provided for each change.
- A summary of the current project status measured against the schedule as presented in your proposal. Detail work completed and work that is yet to be done but should have been completed according to your original schedule. Explain why this work has not been done. Highlight any significant issues encountered, if any that exist in your project and include details of the practices you will or have put in place to mitigate these issues in future.
- A summary of each individual team member's contributions to the project and hours of work completed. This summary should also included any learning achieved so far in the R&D Project.
- A list of recommendations for improving the project team's performance

- A new schedule (in an Appendix) based on work to be done should be provided (the schedule must show all the remaining work to be achieved in Part 2)

Note: You do not need to email or provide access to the team portfolio. However, you must have it accessible online via a team member's AUT provided **OneDrive** for the mid-project status review presentation. You must also bring a copy of your work logbook.

3. Mid-project Review "Show and Tell" Presentation

The mid-project review will be presented by your team, in week 12 to the team mentor/moderator and/or a panel. Presentations are expected to take approximately 50 minutes. Please ensure that your team coordinates this with your project mentor and moderator.

It is your responsibility to agree on and schedule a time for your presentation with your mentor and moderator **before asking your team mentor to book a meeting room**. You should then send an Outlook appointment to the mentor and moderator and include the R&D teaching team.

Teams should bring printed copies of their review report to the presentation for their mentor and moderator.

The presentation format should include:

- A 5-minute overview of the main points in your status report document. As a team, you must decide the most important aspects to cover.
- A 15-minute show and tell of your portfolio, walking the assessors through the evidence of progress to date.
- 20 minutes for questions from the assessors.
- 10 minutes for the assessors to confer.

Hints for conducting a show-and-tell presentation.

Your team is required to give a "show and tell" presentation that shows the work done. You should use the show and tell to show evidence of the claims made in your status report. The "show and tell" should be no more than 15 minutes long.

- Plan your show and tell.
- Show what you consider the key evidence of work done in your portfolio, including work in progress.
- Each team member should present – we recommend taking the area you are responsible for based on your role in the project. For example, if you oversee QA/QC, show the plans for this and evidence of them being applied, which is sitting in your portfolio (e.g. Trello board with acceptance tests or data cleaning process and standards, etc.).
- Rehearse beforehand and ensure any technology, like product demos and cloud-based artefacts, can be quickly accessed and worked.

After your "show and tell" presentation the assessment panel will ask to see certain aspects of your portfolio and your worklog books and ask questions.

Post "show and tell" interview.

You can expect your assessment panel to examine various portfolio artefacts in more depth to evaluate the progress made in the project. They will use the assessment criteria for the mid-term review to guide their questions. The panel will expect to see a minimum of 110 hours of effort per student, covering:

1. Research and Upskilling
   (Architecture, tools, or platform reports, usability reports, investigations, and feasibility assessments)
2. Planning and Control
   (Evidence of sound and effective planning and control processes, including minutes that detail the rationale for project decisions).
3. Communication and Teamwork
   (Evidence of sound and effective communication and collaboration with team members, supervisor, client, and stakeholders).
4. Development and Quality Assurance
   (Quality and completeness of all a) development activities and outputs; b) quality assurance activities and outcomes; and c) quality and completeness of final products)

Note: the marking criteria for the mid-term review can be found in the **Appendix** of this guide.

4. Results of the Mid-project Progress Review

The three likely outcomes of this review are:

1. Your project will be permitted to continue with or without conditions for Part 2
   - This is the standard and anticipated situation.
2. It is recommended that individuals or your entire team be withdrawn from the project.
   - This is undesirable but may be the best solution if there is evidence of insufficient effort and a dysfunctional approach to date.
   - In this event, the team members may receive a DNC or D for Part 1 of their R&D Project. Hence, they must re-enroll for Part 1 the following semester.
3. It is recommended that we confer with your client about the state of your project.
   - In this situation, there may be problems with the client relationship, availability, or expectations from the team or university.
   - Based on the client consultation, the R&D teaching team will decide whether to continue with your project or allocate a new project for Part 2.

Your team will receive written feedback and a mark for the Mid-project Progress Review assessment before the start of Part 2 via Canvas. A team-based marking approach will be adopted if all the members have contributed equally. If not, team members will be marked individually, and the grades will be based on the evidence of their contributions in the team portfolio and their ability to address questions during the interview.

5. Appendix - Project Progress Review

Criteria	Mark [10]
Clear evidence of progress: There is clear evidence of the work undertaken (achieved) since the proposal (weeks 7-12 of the semester). This evidence should be in the form of an up-to-date *team portfolio* with plans and work artefacts produced from weeks 7 to 12 that should include: • evidence of weekly mentor meetings • evidence of regular client meetings • evidence of client feedback on completed work • monitoring and control in a risk register • issues being captured in the issue log/register • milestone reports • short term project plans/schedules that map to an overall up-to-date version of the project plan • and, evidence for 12 to 15 hours of teamwork (collective or Individual) per week for the entire semester (weeks 1-12)	
Clear evidence of a well-organised process: There is clear evidence that the *PM methodology* chosen is being used appropriately and consistently to conduct the project, including practices and techniques for: • prioritising, conducting the work required and monitoring progress • producing the required artefacts • managing communication (team, client, mentor) & meetings • monitoring and controlling the quality of products/artefacts	
Clear evidence of improvement through learning: There is clear evidence that the team is learning, reflecting and improving during the project. This improvement and learning, is demonstrated through, for example: • a clear understanding of client requirements & project scope • an understanding of their project roles, tasks and responsibilities • better application of chosen PM methodology and methods • individual learning logs or evidence of learning in work logbooks • understanding of the project context/business domain • evolution of the team as a self-organising/managing coherent team • development of communication, collaboration and negotiation skills	
Accurate report of project status: The report provides an honest and realistic account of the current project status that forms a solid foundation for future work (R&D Part 2). The status report should be no more than 6 pages in length, adhere to academic writing standards, reflect the evidence in the *team portfolio*, and provide: • evidence of the proposal being updated and improved based on marker recommendations (if changes were required). • tracking of current status with respect to scope defined in the proposal • details/justification of any changes in project scope (since the proposal) • an indication as to what is likely to be achieved by the end of the project • a new project schedule as an appendix (if changes are required) • a summary of client and mentor meetings to date (number and total time: if this is less than expected or planned a brief statement to explain this deviation and a strategy for improvement in part 2 included should be included) • a summary of individual member contributions (hours spent) • a list of each team members learning (skills gained both technical and non-technical) • recommendations for improving the team's performance in part 2	