|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description.** | | **Word count.** | **To complete.** | **Completed?**  **Y/N** |
| **Background.** | |  |  |  |
| Motivation. | 0.5 | 250. | Corbin. |  |
| The Team. | 1 | As required. | Corbin. |  |
| Aim. | 0.5 | 250. | Corbin. |  |
| Goals. | 1 | 750. | Corbin. |  |
| **Progress.** | | One to six pages max. | | |
| Description. | 1 | 500. | Connor. |  |
| Outcomes to date. | 1 | 500 | Connor. |  |
| Scope creep. | 1 | 500 | Connor. |  |
| Progress. | 1 | 500 | Michael. |  |
| Testing. | 4 | 500 + test doc | Michael and Ross. |  |
| Tools and technologies. | 1 | 500 | Ross. |  |
| **Challenges and Learning.** | | Two pages max. | | |
| Group challenges. | 0.5 | 150 | Hamilton. |  |
| How challenges were addressed. | 0.5 | 150 | Hamilton. |  |
| Learning from challenges. | 0.5 | 150 | Hamilton. |  |
| Changes. | 0.5 | 150 | Leo. |  |
| Project plan refinements. | 0.5 | 150 | Leo. |  |
| Timeline refinements. | 0.5 | 150 | Leo. |  |
| Risks and unexpected events. | 0.5 | 150 | Leo. |  |
| **Marketing Pitch.** | | Two paras max. | | |
| Completed. | 1 | 250 | Corbin. |  |
| **Skills and Jobs.** | | One page each. | | |
| Write a position description. | 1 | 600 – 750. | Corbin. |  |
| Write a position description. | 1 | 600 – 750. | Connor. |  |
| Write a position description. | 1 | 600 – 750. | Hamilton. |  |
| Write a position description. | 1 | 600 – 750. | Leo. |  |
| **Formatting.** | | | | |
| Font must be Arial, in black, size 12. | | | | |
| All figures must be clearly labelled. | | | | |
| A table of contents should be used with correct page numbers for each section. | | | | |
| Where possible, use bullet points so that the assignment is easily read by the assessor. | | | | |

**Assessment 3 Part 1 Summary and Workload Division.**

**Detailed explanations.**

Write a project report on your project. It should incorporate feedback received in A1 and A2.

**Project Background.**

**Brief:**

Provide a background that outlines your project incorporating content from your Assessment 1: Project Proposal and Assessment 2: Interim Report. This project background must enable an assessor to visualize outcome and understand the project motivation, team, aim and scope, so every section should be included. Draw from each Assessment as needed. Each team member will contribute 1-2 sentences to this section. Include the following items.

**Motivation:** A general overview about the motivation for your project.

**The Team:** List you team using the following information:

* Full names as per RMIT course registration (avoid assumed/nicknames).
* Student number.
* Student email.
* Role in project.
* Personal background and skills relevant to the project.

**Project Aim:** The broad aim of your project e.g., “Re-establish the King under the Mountain”, “construct and artefact in Minecraft”, “produce a movie about green powers”.

**Project Goals:** State at least three goals that you achieved in your project to meet project aim.

**Assessment Criteria:**

Wrote a project background that enables the reader to visualise the project outcome. Includes motivation, people, aim and scope.

**HD:**

Project background provides all the required information, and is clear, detailed, and comprehensive.

**Marking Rubric:**

Project background enables assessor to visualise the project outcome. Motivation, people, aim, and scope sections are included.

**Project Progress.**

**Brief:**

In this section you will discuss the project outcomes your team achieved and are not yet complete. This section should give sufficient information to show genuine progress and be one to 6 pages maximum. Include the following items.

**Description:** Describe “the story” of your project, how it began, how it progressed, and how your progress compared with the plan. Include any changes to the original project plan and reasons for the change. This should be detailed, so that the contributions from each team member are easily discerned. Include any work that you would like to have done but did not have time to complete.

**Outcomes to Date:** Describe the outcomes of your project including any features and/or artefacts not yet implemented. It is possible that you may have no demonstrable outcomes. In such a case, explain the status of each outcome and the reason for not being able to complete it e.g., “The last three features could not be completed because...”

**Scope Creep:** Describe any changes to the scope of your project (e.g., scope creep or scope contraction) and the reasons why those changes occurred.

**Progress:** Describe your progress compared to your project timeline and any changes that were made. (No points will be deducted for not meeting your timelines, so be honest).

**Testing:** Describe the testing performed during your project and any changes to your plans for testing or your project.

**Tools and Technologies:** Describe the tools and technologies used in your project. This description should be detailed enough that it could be used to recreate your project.

**Assessment Criteria:**

Project Progress discusses the outcomes to date: what has been achieved, features, and artefacts that have not been implemented together with reasons as to why these are not achieved. Lists any further limitations of the work (30pts).

**HD:**

Project progress is clear, detailed, and comprehensive. Justification is credible and backed up by relevant evidence.

**Marking Rubric:**

Project progress includes sufficient information to show genuine progress. Description, outcome, scope creep, progress, testing, and tools are included.

**Challenges and Learning.**

**Brief:**

Describe any challenges you had in the project in two pages maximum. This section should give sufficient information to show the challenges and how you addressed them. Include the following items:

**Group challenges:** Describe the challenges that you had during the project as a group. Were these expected? Include any challenges related to the tools and technologies that were selected for the project.

**How the challenges were addressed:** Describe what was done to address the challenges and any outcomes. Include all solutions that were proposed including those still being developed.

**Learning from the challenges:** Describe any new skills or experiences the group developed because of the challenge.

**Changes:** Describe any changes to the project because of the challenges that occurred e.g., goals, timelines etc.

**Project plan refinements:** Describe any changes you would make to your project plan considering the challenges you had.

**Timeline refinements:** Describe any changes you would make to your project timetable and reasons why.

**Risks and unexpected events:** Describe if the risks from Assessment 1 (Project Proposal) were actualized. Include any unexpected events and how they were addressed.

**Assessment Criteria:**

Describe what the challenges have been, how the team addressed them, and what you have learned from them (30pts).

**HD:**

Everyone in the team thoroughly and thoughtfully addressed all the questions.

**Marking Rubric:**

Everyone in the team genuinely and thoughtfully addressed all the questions in this section.

**Marketing Pitch.**

**Brief:**

Write an “elevator pitch” for your project with sufficient information to attract a potential investor(s). How would you sell the concept to investors? Assume that the person reading this section knows nothing about the project, give sufficient information to attract investors. So, “We have worked well together as a team”, is a statement that doesn’t elicit evidence and is almost certainly not the case and would not sell the idea (besides which, every group has “issues”). In this section you should market what you have achieved, not evaluate whether your group is working well together. This section should be two paragraphs maximum.

**Assessment Criteria:**

Created a persuasive elevator pitch.

**HD:**

Powerful and persuasive elevator pitch with sufficient information to attract potential investor(s).

**Marking Rubric:**

Powerful elevator pitch with sufficient information to attract potential investor(s).

**Skills and Jobs.**

**Brief:**

Imagine your project successfully attracts funding for further development. Write four position descriptions for people that you would employ to take your project to the next phase. Consider the skills that are appropriate. Use one to two pages per position description. Include the following items:

* Technical expertise.
* Team-work experience.
* Leadership and management techniques.
* Innovative thinking.

**Assessment Criteria:**

Create four position descriptions that you would employ to take your project to the next phase. (10pts).

**HD:**

Included 4 position descriptions and elaborated in a clear detailed and comprehensive way what skills are appropriate for each.

**Marking Rubric:**

Included 4 position descriptions. Elaborated what skills are appropriate such as technical expertise, team - work experience, leadership and management techniques, and innovative thinking.