Project Review Guide

# From the Syllabus

*Each class member will be assigned to a team. Teams complete their work and present together, and are generally graded together. The instructor may grade group members individually.*

*Each project review cycle begins with a written commitment of work you will complete in the cycle and ends with an in-person presentation and defense of your work, at which point you will receive a grade for that cycle.*

*All project reviews must be done in person. Students who miss a project review due to unexcused absence/tardiness will receive a zero.*

# Project Review Procedure

1. Plan your work for the project review cycle. Create a written plan of *what* your group will accomplish and *who* will do it.
2. Submit your plan in the LMS. (And start *now* working on it! You shouldn’t ever be wasting time while you “wait for approval.” Get to it!)
3. Meet with the instructor and obtain approval for your plan. You may need to revise your plan before it is approved. Keep the plan in the LMS updated.
4. Do the work you’ve committed to complete.
5. Set a 20-minute project review appointment with the instructor to occur before the project review deadline.
6. Present and defend your work completed in that review cycle. You will be graded on successful delivery based on your plan, professionalism (both in your behavior and in your project), group cohesion, and the technical merits of your work.

Can our group try multiple times to defend our work?

* No. You get one chance to deliver each project review. Partial credit is available.

What if our group misses a project review deadline?

* Groups who do not complete their project review by the deadline must still complete that review before they can continue with the next project cycle. You cannot complete Step 3 in the Project Review Procedure while a previous review remains incomplete.
* From the syllabus: project reviews will be penalized by 25% of the total points earned (to a maximum of 50%) each 24-hour period they are late, starting 15 minutes after they are due (excused absences, weekends, and university holidays excepted). You are limited to completing no more than one project review in any 3-working-day period, with exception to the project charter review at the beginning of the class.

# Project Review Schedule

Generally, each project review cycle lasts one week and ends on a Monday. The official due dates will be set in the LMS.

In addition, the first week of the course has an additional project review just for the charter that will set out the team project objectives for the remainder of the course. We’ll discuss how the project charter review will be different in class.