

## **08341 / 08349 Final Stage Project**

# **Project Management a n d Support Lectures**

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## **M o d u l e   O v e r v i e w**

### **Module 08341/9 Final Stage Project**

40 credits “long fat” module over two semesters

Individual topic focus and project supervisor

- *implementation* or *research* style?
- “practical problem solving” (*BCS*)

It’s what you make of it

with advice and support from your project supervisor

Organisational skills as well as technical / academic  
with advice and support from your project supervisor

- *refer to Project Module Handbook*

## Module Overview

### Project Deliverables

Initial Report	(5%) (semester 1 week 5)
Interim Report	(5%) (semester 1 week 13)
Final Report	(80%) (semester 2 week 11) - including software, background context designs and reasoning, review appraisal
Presentation / Demo	(5%) (semester 2 week 15/16)
Project management	(5%) (continual)

*(detailed timings in the Project Module Handbook)*

## Module Overview

### Project Support

Topic-related and general guidance  
- from Project Supervisor in 'weekly' meetings

Overall general guidance from support lectures  
- Semester 1 weeks 2, 4, 9  
- Semester 2 subject to timetable

Supervisor meetings should be arranged to suit  
- weekly in first place, but may be varied  
with time to suit work flow

## **Project Organisation**

### **Know Your Purpose**

Project Title and Initial Brief

- expand Initial Brief through analysis and research

Think about your goals and options

- formulate alternative strategies and
- prepare to justify your chosen techniques

Draw up a statement of Aims and Objectives

## **Project Organisation**

### **Manage your Progress**

Identify Tasks and devise Time Plan

Maintain regular contact

- with client / project supervisor
- keep records of meetings / discussions
- keep records of significant choices / decisions

Develop work in methodical stages

Maintain project portfolio

- record plans, problems, choices, milestones

Review and appraise progress

- adjust targets and time plan as appropriate

## **Project Organisation**

### **Meet your Deadlines**

- Plan your timescales to fit module requirements
  - review specs for deliverables in good time

### **Deliver required Quality**

Project Report and Practical Implementation  
(or experimental/research protocols/evidence)

- Academic aspects and skills proficiency
  - context, method, analysis, appraisal / review
  - software implementation quality

## **Project Portfolio**

### **Purpose**

- Maintain running log of progress
  - include notes / references to significant resources
  - archive of planning decisions, stage completion, etc
  - build structure for later reports

### **Structure**

- Appropriate container, logical topic sections
  - folder / file with section dividers, or on-line structure
  - sections for each task stage, time plan, bibliography, etc
  - requirements analysis, design diagrams, pseudocode, etc

- Continuous development
  - evidence of methodical project management

## Assessment Criteria

Project Management - criteria include

### Process Organisation

- proactive management of meetings / schedule
- meet deadlines, anticipate/adjust for slippage
- maintain portfolio or other progress records

### Independent working

- make significant progress un-prompted
- seek advice / find resources as need arises

### Effective liaison

- maintain routine contacts, plan and prepare for meetings

### Project planning

- manage time plans, modify as necessary
- risk analysis – anticipate and manage: **keep backups!**

## Risk Analysis

Good Project Management anticipates risks

### Think broadly about what might go wrong

- equipment failure (hardware and/or software)
- cognitive shortfall (can't understand something)
- deadline pressure (work takes longer than expected)

### Analyse each risk item in detail

- identify specific risks, evaluate **Severity** if occurs (L/M/H)
- evaluate **Likelihood** of occurrence (L/M/H)
- **Significance** = Severity x Likelihood

### Tabulate Risk Analysis

- row for each risk, column for each evaluation *and* Action
- for each risk factor, enter **Action** details of  
how you **plan to handle problem** if it occurs  
how you plan to **work to avoid risk** of problem

**Work always with (at least) high/high risk factors in mind!**

## Project Initial Report

### Report Contents *(within about 6 pages!)*

**Title and Initial Project Brief** *(about half a page)*  
- as initially specified, plus if changed

**Analysis of Context and identification of tasks** *(~2pp)*  
- according to your interpretation  
following initial discussions with client / supervisor

**Project Task List and Timescales** *(~2pp)*  
- summarised on basis of analysis  
- list each task / topic heading and estimate duration

**Project Time Plan** *(~1pp)*  
- grid of tasks against time – eg 'Gantt Chart' *(see Google!!)*  
- show all weeks including vacations, exam time, etc

**Risk Analysis** – table of risks, likelihood, severity, strategies

**Background References** – bibliography *(~1pp)*

## Project Support

### Next Events

Arrange / Resume / Continue  
regular meetings with your project supervisor

Attend scheduled support lectures  
- Week 4: further guidance on Initial Report  
- Week 9: progress review and guidance on Interim Report

Work to plan project and prepare Initial Report  
- Submission deadline in week 5