



Project Methodology A21 – Lesson 9

Problem & Purpose – Tips & Tricks

Supervision & Supervisors

Group Contract - Update

The Purpose of the Project Description



Informing Stakeholders and Decision-Makers about the project

in terms of:

- Reasons and relevance of the project
- Expected outcome
- How the outcome is to be reached
- Cost and Timeline

In total approximately 10-15 pages
+ appendices

Content of the Project Description

1. Background description
 2. Definition of purpose
 3. Problem statement
 4. Requirements
 5. Sub problems
 6. Delimitation
 7. Delivery's
 8. Choice of models and methods
 9. Time schedule
 10. Risk assessment
 11. Sources of information
- WHY
- WHAT
- HOW
- Back-up data

No definitions of your solution
Only reasoning for the need

What you are to accomplish –
Not how it is to be done!

+ Appendix covering: Analyse
Phase
Group Formation & Choice of
Topic Form
Group Contract

Supervisors are now assigned. Overview uploaded on
ItsLearning

Check it out and report if something is missing!

Supervision



tips & Tricks - Superv



Types of supervisors

P.B.Olsen & K. Pedersen: Problem-Oriented Project Work, Roskilde 2005

Product supervision:

Result-oriented. Stimulate analysis and conclusions. Offers suggestions. Ensures that the project coheres.

Process supervision:

Focused on the group process. Tries to stimulate independent groupwork. Ask questions.

Laissez-faire supervision:

Non-committal or afraid of conflicts. Everything is permitted or the supervisor may simply not show up to meetings.

Evaluative supervision:

Exam-oriented and ability-testing. Set deadlines and regularly checks on how the work is going.

- in different combinations

Supervision

- Project supervision is a dialogue about the project and the methods used between the project group and the supervisor.
- Good supervision is dependent upon both parties engagement, professionalism and expectations.
- At project start the project group and supervisor should discuss expectations to the process. (What, When, How much etc.)
- Besides the Project Description the supervisor only comment upon specific questions to the written material that the project group produces. - No pre examination

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Different types of supervision

- **The role of the supervisor**

- Examiner
- Supervisor/coach
- Human being

- **Peer reviews – a supplement to the supervisor**

Find a peer review group in order to switch PD's before final PD hand-in

Agree upon exchange and feedback deadlines

- **Supervision/ peer review: What do you need as a group and when?**



Student responsibilities

- The group must use the supervisor in a productive way
- The group must prepare the supervisor (agenda, needs, papers etc...)
- Accepting ownership in the contents, the process, and the organisation of the project work
- Accepting personal responsibility for its own learning and education
- Maintaining contact with the supervisor
- Contributing to building social cohesion in the group
- Conflict solving and solving other “emotional” disturbance
- Making inside-outside contacts in *agreement* with the supervisor

Supervisor responsibilities

- Being a guide and sparring partner (not a manager) in relation to comment working paper, discussion process, giving ideas to relevant methods and theories/literature
- The supervisor function is purely advisory
- Inspiring the students
- Offering constructive criticism and relevant questions to the students
- Aiding in structuring the problem setting of the project
- Supervising the work process in the group
- Upholding formal requirements to the project work and deliverables
- The supervisor must *agree* with the group regarding establishment of inside-outside contacts

11 The supervisor "contract"

- Establishment of an unofficial "contract" between the group and the supervisor
- Communication
 - Who, how
 - Meeting planning / agenda
- Preparation
 - From the group, supervisor
 - Deliver together with papers to read a reading guide – with questions you would like answers to
- Timely supervision
 - Limited resource, use your supervision when needed the most
 - Plan for supervision, together with project plan
- The group needs to take initiative and be proactive
- Get supervisor interested in the project and remember he or she is your interested party number 1 !!!!

Supervision Issues and tips and tricks



- Structure your meetings with an agenda
- Prepare the feedback with “a reading guide” and specify the questions you would like answers to.
- You as a project group must be proactive and take responsibility
- Get your supervisor interested in your project – he/she is your interested party number one.
- Discuss explicitly project expectations with your supervisor
- Your supervisor is not your manager – buddy or enemy!

Supervisors are a resource...

And as such **limited:**

Expect supervision in accordance with the following:

- SPR projects: 25 hours
- FPR projects: 30 hours
- If more than one supervisor: Hours are divided between the supervisors.
- The above includes preparation for and execution for EXAMINATION!!

The Group Contract

https://studenevack/projects/Engineering_project_methodology/layouts/15/WpFrame2.asp?source=cc/projects/Engineering_project_methodology/General/Templates/2018/20Group%20Contract%20Template%20-%20VIA%20Engineering%20Guidelines&action=default



Group Contract Template - VIA Engineering Guidelines

Group Contract

Group Name (optional): _____ Date: _____

These are the terms of group conduct and cooperation that we agree on as a team.

Participation: We agree to....

Communication: We agree to....

Meetings: We agree to....

Conduct: We agree to.... 06/10/2021

Conflict: We agree to....

1



Group Contract Template - VIA Engineering Guidelines

Deadlines: We agree to....

Other Issues:

Make it unambiguous and specific/ measurable

Update Group Contract See Support Documents Mechanical Self evaluation Form



Group self evaluation Checklist

(print and fill out by hand in order to compare with the rest of the group)

Your Name _____ Date _____

Name of Course & Project _____

In the table, assess yourself and your team members contribution so far with numbers as follows:

5: Superior – 4: Above Average - 3: Average – 2 Below Average – 1: Weak

	You	M1	M2	M3	M4	M5
Participated in discussions						
Quality of contributed work						
Kept project on track						
Contributed with ideas						
Did as agreed (Including followed the Group Contract)						
Work load distribution						
Total Score						

Define top 5 actions to take in order to improve future outcome:

1

2

3

4

5

Based upon the above: What changes in the Group Contract do you suggest?

To do:



- Get your cooperation with your Peer up & Running
- Update your Group Contract
- Mail MARM@via.dk if topics needs additional explanation
- Subjects next week:
 - Project Report
 - Process Report
 - Presentations & Exams
 - Finalize PD