

## PDM Plan (10%)

2/10/2025

100 Points Possible

Attempt 1



In Progress

**NEXT UP: Submit assignment**

Add comment

**Unlimited Attempts Allowed**

1/16/2025 to 2/14/2025

**Details**

<b>Weighting %:</b>	10%	<b>Submission deadline (for students):</b>	Presentations to take place between 10 <sup>th</sup> to 14 <sup>th</sup> Feb 2025
<b>Authorship:</b>	Individual	<b>Target date for returning marked coursework:</b>	3rd March 2025
<b>Tutor setting the work:</b>	Darshan Kakkad	<b>Number of hours you are expected to work on this assignment:</b>	40 hours

**This Assignment assesses the following module Learning Outcomes (from Definitive Module Document):**

- Be able to organise, plan and conduct a substantial research or investigative project.
- Be able to present and debate a piece of on-going research or specialist application in data science.
- Be able to create and present a seminar talk on a specialised piece of research or specialised application in data science.
- Be able to follow good ethical practice (including avoiding collusion and plagiarism) when working.
- Be able to review existing relevant literature and work related to a specialised research topic or specialised application in data science.

**Assignment Tasks:****Presentation of Project and Data Management Plan**

The assignment is to present a Project and Data Management (PDM) plan in a presentation to your supervisor and the other students in your supervision group. Your supervisor is the marker for your presentation.

The presentation will take place during one of your supervision sessions. The time and date of your presentation will be set by your supervisor.

Marks are only awarded for the presentation based on the PDM plan. You must attend the presentation to get any marks. If you submit a PDM plan on canvas but do not give a presentation then you will receive a zero (0%) grade for the assignment.

**The Presentation**

The presentation plus questions will take a maximum of 15 minutes, which will consist of 10-12 minutes of the presentation itself and 3-5 minutes for questions and answer session.

Aim to make your talk as interesting as possible. You can present your project plan in the form of slides (powerpoint ppt or equivalent). During the presentation, focus on explaining the background to your project; everyone's project is different so give a clear explanation of why you are doing this project and why it is an interesting and/or useful topic to work on. Make sure you talk about the research question, the ethics of the dataset, the project timeline (Gantt chart) and relevant links (such as GitHub).

When you submit your PDM plan on canvas then, in the same submission, include any slides or files you prepare for your talk.

### **The Project and Data Management (PDM) Plan**

The Project and Data Management (PDM) Plan is a summary of your project topic, a project plan and a data management plan including an overview of your data.

The PDM Plan consists of three sections and must be a maximum of **three A4 pages**:

1. Project Overview
2. Project Plan: Task list and/or project timeline
3. Data Management Plan

#### **1. Project Overview**

The project plan must include the following:

- A Project Title.
- A short summary of the project topic and background.
- A Research Question.
- The Project Objectives.
- A Reference List. At least 3 peer reviewed papers that are relevant to your project research question. References must be in Harvard format in alphabetical order. Active links to the references must be included (if the reference is available online).

#### **2. Project Plan: Task List and/or Project Timeline**

Produce a list of your planned tasks and/or a simple timeline of your project based on the task list and assessment due dates.

**Task list:** Break your project into key tasks. Produce a list of tasks (with dates) that you will be doing to complete your project. Write a short sentence about what each task will do. Include assessment due dates and activities to prepare for the assessments.

**Timeline:** Prepare a simple timeline that shows your key tasks and key milestones. Make sure you include all the assessments with the due dates and allocate time for preparation of the assessments. A simple Excel spreadsheet on a one or two-weekly basis is suitable. You should make sure that you are multi-tasking. This means that your tasks should overlap, for example, you should be doing your literature review at the same time as your practical work.

#### **3. Data Management Plan**

The Data Management Plan is a summary of your data and includes how you will collect the data, store the data and code, backup the data and code, and the version control you will be using. You must use GitHub to track the development of your code and make regular commits of your code throughout the project (a weekly commit is suggested).

**Overview of the dataset:** Give a brief overview and description of the data. Include where the data originally came from (e.g. country, organisation and their original purpose for collecting the data etc.).

**Data collection:** A summary of where you will get the data from. If you get your data from online then include the specific website address or link to the dataset.

**Metadata:** Include details of the formats and sizes of the data. What format is the data/data files in, how many records, expected size of the data and code files (e.g. how many gigabytes)? *[Note: Metadata is the 'data about data' and gives information about the data.]*

**Document control:** Include your GitHub address, how often you intend to commit your code to GitHub, and your proposed file naming and version control system. Make sure your GitHub settings are shared so that the markers can see your code.

**ReadMe file:** At the end of your project, you are required to include a ReadMe file in your GitHub. The Readme file does not need to be long but must be helpful to other coders who may want to use the code. In the PDM plan, include a statement of what will be in the ReadMe file.

**Security and storage:** Include the frequency of backups/updates, how data will be shared (e.g. with staff and markers) to ensure security, and where the files will be stored (this should include your GitHub and one other place such as your OneDrive).

**Ethical requirements:** You must address each of the following issues and state how your specific dataset meets these requirements, give evidence when possible (e.g. screenshots or references):

1. Does the data come under GDPR requirements?
2. Does the project conform to UH ethical policies?
3. Do you have permission to use the data for your proposed research project?
4. Are you assured that the data was collected ethical (i.e. by the original people who gathered/collected/collated/made the data)?

### Further guidance

For more guidance on preparing the PDM Plan and preparing for your presentation see the [Project Handbook \(https://herts.instructure.com/courses/120482/modules/3282581\)](https://herts.instructure.com/courses/120482/modules/3282581) and the Lecture slides and recordings in the Units section on canvas.

The requirements written in this briefing are definitive and, if there is conflicting advice elsewhere, you must follow the requirements for the assignment that are in this briefing.

### Submission Requirements:

Submit a single file containing the Project and Data Management (PDM) Plan in canvas. In the same submission on canvas, include any slides or files you have prepared for your talk. The file formats are limited to pdf, doc, ppt, pptx, docx.

The PDM plan must be a maximum of three (3) A4 pages and a maximum of 1,000 words. The reference list is included in the word count.

The document must be written in either Arial, Times or Calibri font with a font size of 11 and single line spacing. Words in the timeline can be a minimum of font size 10.

Do not include a front page; this will count as one of your three (3) pages and any pages after three (3) will not be marked.

Your submission file will be checked for plagiarism using Turnitin. You can see the Turnitin score of your submission once you have submitted your file in the submission page.

You should check that your file has uploaded correctly by downloading it from the submission page and also make sure it is the correct file format.

You can make multiple submissions. Only the last submission is marked.

**A total of 20 marks are awarded. Marks are awarded for:**

(4 marks) Quality of the Project Overview. Clearly defined research question and project objectives. Relevance of the literature identified and correct format of references.

(4 marks) Quality of Project Plan. Suitability of the Tasks and/or Timeline to meet the project objectives and module assessments.

(4 marks) Quality of the Data Management Plan. Suitability of the data to meet the project research question and objectives. Clear evidence that the data and project meets UH ethical requirements.

(4 marks) Quality of presentation. Professionalism, confidence and communication skills. Speaking clearly. Good use of technical vocabulary and academic English.

(4 marks) Response to questions. Ability to answer questions (level of difficulty). Clarity of answers and explanations. Shows an understanding of the data and topic. Shows an understanding of the wider implications of the project (society, technically, commercially).

**Type of Feedback to be given for this assignment:**

Written feedback will be given on canvas using the marking criteria rubric below.

**Additional information:**

- Regulations governing assessment offences including Plagiarism and Collusion are available from [https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0007/237625/AS14-Apx3-Academic-Misconduct.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0007/237625/AS14-Apx3-Academic-Misconduct.pdf) ([https://www.herts.ac.uk/\\_data/assets/pdf\\_file/0007/237625/AS14-Apx3-Academic-Misconduct.pdf](https://www.herts.ac.uk/_data/assets/pdf_file/0007/237625/AS14-Apx3-Academic-Misconduct.pdf)) (UPR AS14).
- Guidance on avoiding plagiarism can be found here: <https://herts.instructure.com/courses/61421> (<https://herts.instructure.com/courses/61421>) (see the **Referencing** section)
- For **postgraduate modules**:
  - o a score of 50% or above represents a pass mark.
  - o late submission of any item of coursework for each day or part thereof (or for hard copy submission only, working day or part thereof) for up to five days after the published deadline, coursework relating to modules at Level 7 submitted late (including deferred coursework, but with the exception of referred coursework), will have the numeric grade reduced by 10 grade points until or unless the numeric grade reaches or is 50. Where the numeric grade awarded for the assessment is less than 50, no lateness penalty will be applied.

✓ **View Rubric**

**PDM Plan**

Criteria	Ratings					Points
Quality of Project Overview	<b>4 to &gt;3 pts</b> <b>Excellent</b> Excellent description of	<b>3 to &gt;2 pts</b> <b>Good</b> Good description of	<b>2 to &gt;1 pts</b> <b>Pass</b> An adequate description of	<b>1 to &gt;0 pts</b> <b>Fail</b> Inadequate description of	<b>0 pts</b> <b>No merit</b> Very poor or missing	/ 4 pts

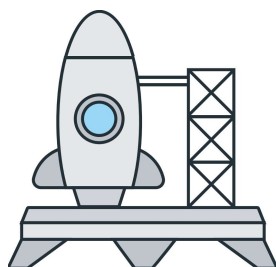
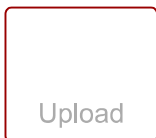
## PDM Plan

Criteria	Ratings					Points
	project and background. Very good research question that will be answered by the project objectives. At least 3 relevant references that are in the correct format.	project and background. Good research question. Relevant references that are in the correct format.	project and background. Adequate research question that may need improving. At least 1 relevant reference.	project and background, more detail is needed. Research question needs improving. References are not relevant and may be in the wrong format.	summary of project and background. Poor or missing research question and/or objectives. No references.	
	<b>4 to &gt;3 pts Excellent</b>	<b>3 to &gt;2 pts Good</b>	<b>2 to &gt;1 pts Pass</b>	<b>1 to &gt;0 pts Fail</b>	<b>0 pts No merit</b>	
Quality of Project Plan	Excellent task list and/or timeline that will meet the project objectives and will be useful to the student. Assessments are included.	Good task list and/or timeline that will meet most of the project objectives. It will mostly be useful to the student. Assessments are included.	Adequate task list and/or timeline but tasks need to be broken down further to make it a useful plan to the student. Assessments may not be included.	Inadequate task list and/or timeline that will not meet the project objectives. Tasks need to be broken down further to make it a useful plan to the student. Assessments are missing.	No task list and/or timeline is included.	/ 4 pts
	<b>4 to &gt;3 pts Excellent</b>	<b>3 to &gt;2 pts Good</b>	<b>2 to &gt;1 pts Pass</b>	<b>1 to &gt;0 pts Fail</b>	<b>0 pts No merit</b>	
Quality of Data Management Plan	Excellent suitability of data to meet objectives. Clear evidence that data meets UH ethics. All data plan requirements are included. Linked GitHub web-address is included.	Good suitability of the data to meet most of the objectives. Evidence provided that data meets ethical requirements. Most sections for data plan are included. Linked GitHub web-address is included.	Data is suitable to meet the main objectives. Data meets UH ethics although more evidence is required. Most sections for data plan are included. A GitHub web-address is included.	Data needs improving to meet project objectives. Evidence is required to show that the data meets UH ethics. Some sections of the data plan are missing or need improving. GitHub web-address may be missing.	Data does not meet ethical requirements or is not suitable for project objectives. A different dataset must be found.	/ 4 pts
	<b>4 to &gt;3 pts Excellent</b>	<b>3 to &gt;2 pts Good</b>	<b>2 to &gt;1 pts Pass</b>	<b>1 to &gt;0 pts Fail</b>	<b>0 pts No merit</b>	
Quality of Presentation	A professional and confident presentation. Summarised information at a audience's	A good professional presentation that kept the	Summarised information at a sufficient level. Showed reasonable	An inadequate summary of the project. Insufficient understanding	Lacked clear explanation of the purpose of the project and data to be	/ 4 pts

## PDM Plan

Criteria	Ratings					Points
	useful level. The presentation was interesting with excellent presentation material. Showed excellent understanding of the topic and project. Good timing.	attention with good presentation material. Showed good understanding of the topic and project. Timing could be improved.	understanding of the topic and project. Presentation was too short. A reasonable style although you could be more confident.	of the topic and project. Presentation was too short. Presentation style and confidence needs working on.	used. Lacked understanding of the project purpose. Presentation was too short. Unappealing style.	
	<b>4 to &gt;3 pts Excellent</b>	<b>3 to &gt;2 pts Good</b>	<b>2 to &gt;1 pts Pass</b>	<b>1 to &gt;0 pts Fail</b>	<b>0 pts No merit</b>	
Response to Questions	Provided clear and correct answers. Showed very good evidence of understanding the plan and the nature of the project. Showed an understanding of the wider implications of the project (society, technically, commercially).	Provided clear and correct answers to most of the questions. Showed evidence for understanding much of the plan and nature of the project. Showed some understanding of the wider implications of the project (society, technically, commercially).	Provided sufficient answers to most of the questions. Showed sufficient evidence for understanding most of the plan and project. Could improve the understanding of the wider implications of the project (society, technically, commercially).	Answers given to some questions but lacked technical detail. Requires more knowledge about project.	Does not engage with questions. Lack of knowledge about the project.	/ 4 pts
						Total points: 0

## Choose a submission type



Choose a file to upload

File permitted: DOCX, PPTX, PDF

or

 Canvas Files

☐ I agree to the tool's **End-User License Agreement** ([https://api.turnitinuk.com/api/lti/1p0/user/static\\_eula](https://api.turnitinuk.com/api/lti/1p0/user/static_eula)).  
This assignment submission is my own, original work

Submit assignment