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| **IFN701/702 Assessment 3: Final Report Specifications & Marking Guides for Development projects** | |
| DUE DATE: | Week 13 (Sunday the 29th of October 2017) |
| WEIGHTING: | Report: 60% |
| LEARNING OBJECTIVES: | 1. To demonstrate advanced knowledge or ability to apply learnt knowledge in practice, for the problem domain that you have chosen ( LO 3, 4) 2. To research issues relevant to the given problem domain using a literature review and chosen research method (LO 1, 4) 3. To perform analytical, critical, reflective and creative thinking within the project context and evaluation of project outcomes (LO 2,5) 4. To demonstrate a high level of proficiency in written communication (LO 5) 5. To work productively , independently through the adoption of the most appropriate project management approach and research method for the project context( LO 4, 6) |
| DELIVERABLES: | 1. A well written report of appropriate length (~ 8,000-10,000 words) 2. Any promised artefacts pertaining to the project results (as specified in the Project Plan) |
| SUBMISSION METHOD: | Upload to BB site as instructed AND email copy to Academic supervisor |

In this type of project, the main outcome is the development of an artefact, communicated via a project report.

# Requirements for a Development project report

Below, a brief layout for the report is suggested with rough estimates of the anticipated words for each section. Please note that these are only rough estimates and you need not strictly abide by them.

**Title**(~ less than 20 words)

The title should be concise and descriptive. Be precise enough to suggest the nature and scope of the project and concise enough to be referred to quickly and easily. The title should also be “catchy” to attract the readers’ attention

The title page should also include the units associated with your project. For example if you are doing a 48-credit point project you should state that this project involves IFN701 and IFN702.

The title page should also include the name of your supervisor(s) and project coordinator.

**Executive Summary** (Length: ~350 words)

This should be concise as well as provide a complete overview of the report; a reader should be able to understand all pertinent facts after reading the executive summary which includes purpose, scope, method, outcomes and all the key recommendations/ action points.

**Introduction**(Length: ~1000 words)

* Clearly describe the background and/or context of your project.
* Describe the industry problem or opportunity you are trying to address.
* Describe the aims and objectives of your project.
* Give a brief overview of the method(s) you have applied (with pointers to further details in the dedicated methods section below).
* Recap the scope of your project.
* Briefly summarise the key deliverables (results and outcomes) and explain the anticipated significance (to both practice and research).

**Environmental scan and review of prior related work** (Length: ~1000 -1500 words)

Prior to executing your project you should perform a thorough environmental scan of previous or related work in order to inform the work you will be undertaking. The results from this should be used to justify and support the decisions/ actions made in the project. These results will also need to be revisited when you present and position your project outcomes.

Ideally, this scan will occur at the start of your project and the results will guide the scope of the project and the design of the project steps and tasks. Hence, some results of this environmental scan will be integrated to other sections beyond this succinct dedicated section. Throughout the report, linking to content in other sections of the report is important.

**Project Methodology**(Length: ~1000-1500 words)

This section will provide a detailed overview on how you completed your project (methods, tools, procedures etc.). The approaches used need to be clearly articulated and justified, in particular stating why these approaches were the most suited for this project’s context and goals.

You need to also demonstrate the project management tasks that took place and explain why you approached your project in the manner you did (i.e. agile, water fall or any other project management model that you selected and used to manage your project).

**Outcomes or Results**(Length: ~2500-3000 words)

In this section, you should clearly outline the outcomes of the project, and demonstrate clearly; “*what did you do and how successful was it?”* The key here is to describe the artefacts developed by your project and demonstrate the outcomes’ strengths (and limitations).

You need not limit to only written text but can describe the artefacts in creative means (i.e. using Videos, as an online resource, a separate printed deliverable) and integrate these to this section of the written report.

What you deliver should align with what you promised as stated in the Introduction, be complete, and be rigorously developed and validated. It is important that the ‘value’ of the outcomes are clearly articulated; you should ‘pitch’ the usefulness of your project outcomes. Carefully select which key results you want to present in the report (as you may not have the opportunity to present all parts/ aspects).

**Discussion**(Length: ~1000-1500 words)

This section will critically explores the key findings you reported in the previous section with links back to the existing prior work/project aims and objectives.

All projects have strengths and limitations. In this section, you should critically analyse your own work (in relation to prior work) and clearly recognise the significance and limitations of the project outcomes.

You should also discuss any key recommendations arising from your work and/or discuss the next steps that must be taken to move the project forward or develop the work further.

**Conclusion** (Length: ~500-750 words)

This is where you bring the report to a close. Do not introduce any new material or key concepts. Use the conclusion to link together the threads of your discussion and close off the narrative. Make sure that the significance of your work is clearly stated and potential future work identified.

**Reflections on your learning**

As a final aspect of the assessment for the project, you should provide a 750 word reflective discussion. This should include any challenges that you faced, how these challenges were identified and managed, what you have learnt from doing this project as well as any opportunities you can capitalize for your future from this project experience. This should also be correlate with the weekly progress updates that you had reported on (do keep in mind that you should submit your weekly project tracking sheets as an Appendix).

You should consider the overall strengths and weaknesses of your work, by referring to the marking criteria provided for the assignment.

Some questions to prompt you may be:

* What were the things/activities you thought you did best in this project?
* What were the things/activities you thought you did least well in this project?
* Were there any specific problems or challenges you encountered? How did you handle them?
* What did you find as the hardest part of this project?
* Which areas of your own professional knowledge and skills, or your personal attributes do you feel require further development?
* What was the most important thing you learned doing this project?
* What have you learnt about project management and research within professional practice?
* What kind of opportunities or next steps you see based on your learnings doing this project?

Your reflective discussion should be handed in as an appendix to your final report, and it should be supported with evidence such as your weekly meeting logs

(Length: 750 words)

**IFN701/702 Assessment 3 CRITERIA SHEET for Development project report (60%)**

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| **Criterion** | **%** | **7**  **85%-100%** | **Criterion** | **%** | **7**  **85%-100%** | **Criterion** | **%** | **7**  **85%-100%** |
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| 1.EXECUTIVE SUMMARY  The ability to:   * provide a synopsis of the study | 3 | * Executive Summary is systematically, comprehensively and succinctly presented. * Demonstrates independent and insightful thinking. | 4.project Methodology & approach  The ability to:   * describe and justify the approach applied in this project, with critical appraisal | * 10 | * Methodology is comprehensively described and a thorough explanation is given, supported by literature or argument. * Confident and objective appraisal of the strengths and weaknesses of the process applied to derive the study outcomes. | EXPRESSION AND PRESENTATION  The ability to:   * use fluent language with correct grammar, spelling and punctuation * use appropriate paragraph, sentence structure * use appropriate style and tone of writing * produce a professionally presented document   Appropriate degree of citations and Correct reference style (APA Style) used. | 5 | * Structure of the document is appropriate and meets expectations for a project report well. * Clarity promoted by consistent use of standard grammar, spelling and punctuation. No errors. * Sentences skilfully constructed: unified, coherent, forceful, varied. * Paragraph structure effectively developed. * Fluent, professional style and tone of writing. * Polished professional appearance. * All key statements are justified by references as required. APA reference style is used without any formatting errors. |
| 2.INTRODUCTION  The ability to:   * identify the audience * identify the significance of the topic and discuss the central issues * clearly introduce and define the topic | 5 | * Introduction clearly expresses the purpose, objectives and scope of the work. Project goals and promised deliverables are clearly articulated in a manner that can be understood by a broader readership. * Topic is clearly defined and key issues are identified. Study motivation well-grounded with supporting literature and conceptual arguments. * Ideas are developed in clear, concise and ordered stages. * Well focused with the appropriate audience in mind. Clearly identifies relevant contexts. | 5.project Outcomes & DISCUSSIONS  The ability to:   * demonstrate that the project deliverables are complete, as per set goals in project plan * critically analyse and synthesise project outcomes, declaring limitations and linking to existing work   generate comprehensive and useful outcomes, that can be applicable more broadly beyond this project | 20 | * All key deliverables promised in the project are delivered. These are comprehensive, useful outcomes with a high degree of validity and reliability. * Critically analyses the project outcomes with clear recognition of limitations. Comprehensive coherent discussion of results with effective linking to relevant literature and project goals.   The broader applicability of the project contributions is very clearly articulated, with specific implications for the different target stakeholders, within and beyond this project scope. |
| 3.environmental scan or Prior Work   * to identify, consult and integrate relevant literature to support the motivation, design and conduct of the project | 7 | * Extensive sources consulted, includes many recent and pertinent sources, very thorough yet succinct coverage of topic/ issues. | 6.CONCLUSIONS  The ability to:   * present sound conclusions to the discussion, identifying the original aims of the research project * develop recommendations for future action | * 5 | * Analytical and clear conclusions well-grounded in theory and literature, showing the development of new ideas and concepts and linked to the original aims of the project. * Valid and original recommendations are presented with confidence. | OVERALL MANAGEMENT OF PROJECT WITH CRITICAL RFLECTION ON PROGRESSIVE OUTCOMES     * Clear evidence (through artefacts such as weekly progress updates and agreements) that the research project was well managed throughout the project’s life time applying a coherent project management approach. * Critically review the quantity and quality of the work completed. * critically review personal abilities and qualities required to complete the work and discusses the personal learning outcomes from the assignment | * 5 | * Clear evidence of the coherent application of best practice project management approaches to manage the ongoing progress and final deliverables of this project. * A clear understanding of the learning outcomes achieved from the assignment. * Confidently evaluates the strengths and weaknesses of own work. * Identifies specific areas of knowledge and skills to be developed further. |