The Very Short Guide to Project Work

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Overview   This document is a concise description of the practicalities of doing project work at DTU with Philip and/or Inge.

The Project Agreement   Before formally starting your project you need to create a short project agreement containing basic practical information, a short description of the project, and the teaching goals for the project (see the attached template). We will help you fill the correct information.

   The project agreement should be attached to your final project report as an appendix.

The Project Description   In the early part of a project you should make a detailed project description. This should include the definition of the problem, an overview of the previous work of on the problem, and the goal in your project.

   The project description should be attached to your final project report as an appendix. See an example of a project description attached to this document.

The Project Plan   In the early part of a project (and within a given deadline determined by the administration) you need to prepare a project plan. The plan should list your current plan for how to spend your time on the project. To do so consider the main tasks that are needed for your project, estimate how much time each task takes, and schedule them in the project period. Note that it is a plan and is subject to change.

   The final project description should be attached to your project report as an appendix. See examples of project plans attached to this document.

Project Meetings   Before every project meeting with us write a short project meeting document that concisely answers the following questions:

- What have I/we done since last meeting?

- What are my/our plans for period until the next meeting?

- What do I/we want to ask in the meeting?

If you have additional material to share with us also put that in the project meeting document. This could be the project plan or snippets of your report for review.

   Convert this document to a single pdf file and name it `YYYYMMDD-name(s).pdf`, where `YYYYMMDD` is the date of the meeting. For instance, `20210115-SørenRasmus.pdf` is document for the meeting with Søren and Rasmus on Jan. 15, 2021.

   We will create a shared folder where you can upload the project meeting documents during the project. This also serves as a logbook of your work. You should upload the document no later than 24 hours before a meeting.