

**EDM**

**aCADEMIC YEAR 2022/23**

Assessment Brief

# Submission and feedback dates

**Submission deadline: 08/12/22** Before 14:00 on

Eligible for 5 calendar day late submission window

**Marks and Feedback due on:** 20 working days after the late submission window date

N.B. all times are 24-hour clock, current local time (at time of submission) in the UK

# Submission details

**Module title and code**: UBGLL1-30-M Project Management Methodologies

**Component and type**: **Component A Individual Report***.*

**Assessment title:** **Component A Individual Report**

**Assessment weighting:** 50% of total module mark

**Size or length of assessment:** Maximum 3,000 word limit (+/- 10% to be used)

**Module learning outcomes assessed by this task:**

LO1. Critically evaluate the major concepts and principles of different project management methodologies.

LO2. Critically analyse and compare the benefits and challenges presented in different methodological approaches to the management of projects.

LO3. Select and justify a chosen methodology for use within an organisation, making recommendations on approaches suitable to that organisation.

# Completing your assessment

**What am I required to do on this assessment?**

**Component A** will assess learning outcomes LO1, LO2 and LO3. This task will require the student to write a 3,000-word BUSINESS REPORT for an organization of his/her choice and:

1. Analyse the current project method and find their weakness
2. Propose the implementation of a specific agile or hybrid project management methodology as an alternative using the material we deliver during weeks 1-10.

The students will provide arguments regarding the agile or the hybrid methodology they propose for this organization, and will base their arguments in terms of ITS **advantages, disadvantages, opportunities** and **risks**.

**THIS IS NOT AN ESSAY. DO NOT WRITE A REVIEW OF THE LITERATURE ABOUT AGILE METHODS.**

**A business report proposes a solution to a real-life business problem. Literature review is not required.**

The same brief is to be followed for the resit submission.

**Where should I start?**

1. Read the Brief – again! Especially the following parts on the report’s structure
2. Follow the steps for choosing a project as per session 1 workshop
3. Study the agile methods in sessions 1-10
4. Attend the workshops and the writing retreat
5. Submit a draft report for formative feedback
6. Follow the formative feedback to make corrections to your drat

**What do I need to do to pass?**

Follow the brief directions on the report structure on the next page and study the methods material

**How do I achieve high marks in this assessment?**

**Regular attendance and engagement** will help you understand methods and so make a Better analysis in your report

**How does the learning and teaching relate to the assessment?**

This assessment was created to help students understand the material in sessions 1-10.

This assessment strategy has been chosen because it can help students improve work performance, productivity, report writing skills, and self-confidence as these skills are needed for master’s level study as well as for the workplace in the future.

This report will also improve the students’ perspective and capability to assess the suitability of methodologies to match the organizational environment, which is important to develop decision-making managerial skills.

**What additional resources may help me complete this assessment?**

To assist with he preparation for these assessments, students will attend a **writing retreat workshop on week 6 afternoon session**, where they will follow direction to construct their report and will receive formative feedback. Students may also arrange for **one** draft of their report to be reviewed by the tutor to get additional formative feedback.

* Please prepare **one** draft for formative feedback for each assignment to discuss in a formative meeting or to submit to the module leader fr details on corrections. A link for draft submission for each assignment will be set up in Blackboard where you can submit the draft (date TBC) and the module leader will send you your feedback in 48 working hours. **Do not send multiple emails and files of the same assessment as it will not be possible to respond to such volume of emails**.

**What do I do if I am concerned about completing this assessment?**

UWE Bristol offer a range of Assessment Support Options that you can explore through [this link](https://www.uwe.ac.uk/study/academic-information/personal-circumstances), and both [Academic Support](https://www.uwe.ac.uk/study/study-support/student-support-advisers) and [Wellbeing Support](https://www.uwe.ac.uk/life/health-and-wellbeing/get-wellbeing-support) are available.

For further information, please see the [Academic Survival Guide](https://www.uwe.ac.uk/study/academic-information/academic-survival-guide).

**How do I avoid an Assessment Offence on this module? 2**

Use the support above if you feel unable to submit your own work for this module.

Do not copy paste websites

Do not copy paste other essays or copy the essays of your classmates

Do not copy paste from books and articles

Do not use unreferenced material when the material is not yours including figures and tables

Use proper referencing

# Report content

Using the theory and tools presented in the lectures on agile and hybrid methods, students should demonstrate understanding of **when and how agile project management is appropriate** within the context of your chosen organization.

# Report format

Use Arial 10, single space, normal A4 margins. The report will be 3,000 words in length, +/- 10% excluding references, appendices, tables and figures.

You should ensure that your ID number appears on all pages including the title page. Text should be kept as succinct as possible; bulleted text will be appropriate in places. The word count should be provided on the title page. If you exceed the max word limit, your assessor will not assess beyond the word limit. The report should be properly laid out as a **business style report** with an executive summary (see below).

**A typical business report is organized in the following way:**

→ Title Page (student number, title of the report, word count.)

→ Contents page (with page numbers.)

→ Executive summary. (This is no more than 200 words - which summarizes the content of the report. It must be comprehensible to someone who has not read the report)

→ Introduction. (project context and parent organization. Assumptions due to lack of information about the company should be highlighted.)

→ Main Body.

1. Project analysis (analyse the project method and highlight weaknesses)
2. Propose agile or hybrid new method. (A review of advantages, disadvantages, opportunities and risks for the organization if the new methodology is adopted.)
3. Work undertaken (Describe very briefly a plan of the **activities that would need to be undertaken for the organization** to adopt an agile method in terms of new team methods, ceremonies, artefacts and staff roles - you may use a Gantt chart or a simple task list if you wish).

→ Conclusions. (A summary of the reasons why the organization should adopt the methodology, benefits and costs – no more than one page.)

→ Reference list (no less than 6, no upper limit.)

→ Annex and appendices (not mandatory.)

Appendices and references can be used to demonstrate study that has been undertaken and to provide sources for points made in the body of the report.

In your reference list you may include journal articles and academic books, BoKs from professional associations and reports from the same associations and company literature (reports, news etc.). Your work must be professionally presented. References are expected to be in UWE Bristol Harvard style. Guidance on referencing is available in the UWE library website. This is an individual report which you must submit individually based on your own analysis and research. Unless specifically noted otherwise, all work should be completed by you personally, with all sources referenced.

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**A business report proposes a solution to a real-life business problem. Literature review is not required.**

# Marks and Feedback

**Your assessment will be marked according to the following marking criteria.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **%** | **Descriptor** | **Criteria** | | | |
|  |  | **1. Response to the requirements of the brief (70%)** | **2. Analysis (10%)** | **3. Conclusions (10%)** | **4. Format and presentation (10%)** |
| **80-100** | **PASS**  **Outstanding** | All aspects of the brief fully addressed. Outstanding awareness of context. Very little irrelevant material. Evidence of independent / innovative thought. | Exceptionally thorough and rigorous analysis of the issue. Exceptional insight and understanding of relevant theory and/or practice. Impressive range of reading, some beyond the recommended source materials. | Conclusions provide a concise synthesis in relation to the requirements of the brief. Exceptional originality of thought. Recommendations are appropriate and are substantiated in an exceptionally convincing manner. | Highest standards of literacy and professional presentation.  References (in-text and references section) conform precisely to Harvard requirements. |
| **70-79** | **PASS**  **Excellent** | All aspects of the brief fully addressed. Excellent awareness of context. Very little irrelevant material. Evidence of independent / innovative thought. | Excellent rigour and systematic analysis of the issues. Excellent depth and sophistication. Evidence of reading beyond the recommended source materials. | Conclusions generally provide an excellent synthesis in relation to the requirements of the brief. Excellent originality of thought. Recommendations are appropriate and are substantiated in a very convincing manner. | Very clearly written and professionally presented; no significant lapses. References (in-text and references section) largely conform to UWE Harvard requirements. |
| **60-69** | **PASS**  **65-69%: Very good**  **60-64%: Good** | Most aspects of the brief fully addressed. Good / very good awareness of context. Some minor omissions of detail / inclusion of irrelevant material. | Good / very good, coherent and systematic analysis of the issue. Some signs of depth and sophistication. Good / very good use of evidence (policy). | Conclusions generally provide a good / very good synthesis in relation to the requirements of the brief. Recommendations are appropriate and are substantiated in a good / very good manner. | Clearly written and professionally presented with only minor lapses. References (in-text and references section) largely conform to Harvard requirements. |
| **50-59** | **PASS**  **55-59% Competent**  **50-54% Adequate** | Most aspects of the brief addressed adequately / competently, with awareness of context. Some omissions of detail. Errors or misunderstandings of the brief. | Generally adequate / competent, methodical analysis covering the key issues. Limited in depth and use of supporting evidence.(academic) | An adequate / competent synthesis that is broadly relevant and related to supporting analysis and evidence. Recommendations are appropriate and substantiated in a competent / average manner. | Generally clearly written and neatly presented. References (in-text and references section) largely conform to Harvard requirements. |
| **40-49** | **FAIL**  **Weak** | More than half of the brief addressed. Some important aspects referred to, but omissions of key detail. Errors or misunderstandings of the brief. | Some knowledge and understanding of the issues, but very little depth of analysis. Weak use of supporting evidence. | Limited conclusions that are broadly relevant and related to supporting analysis and evidence. No recommendations are provided. | Comprehensible and neatly presented. References (in-text and references section) largely conform to Harvard requirements. |
| **35-39** | **FAIL**  **Poor** | Some requirements of the brief met. Substantial omissions, errors or misunderstandings. Much of the content is of limited relevance. | A generally limited and superficial analysis. Poor understanding of issues. Poor use of sources. | Conclusions superficial or inappropriate. Poorly supported by the analysis. No recommendations are provided. | Poor levels of literacy and presentation. Source attribution does not conform to Harvard requirements. |
| **25-34** | **FAIL**  **Very poor** | Does not meet the substantive aspects of the brief. May be regarded as a partial submission. | Very little analysis or understanding of issues. | Little attempt to present any conclusions. Poorly supported by the analysis. No recommendations are provided. | Poor levels of literacy and presentation. Source attribution does not conform to Harvard requirements. |
| **0-25** | **FAIL**  **Extremely poor** | Virtually nothing of relevance to the brief. May only be regarded as a partial submission. | Virtually no analysis or understanding of issues. | Conclusions very weak or absent. No recommendations are provided. | Extremely poor levels of literacy and presentation. References and source attribution absent. |

**You can use these to evaluate your own work before you submit.**

You will receive feedback in a variety of forms throughout the module, therefore it is important to attend timetabled sessions to ensure you do not miss out on these opportunities.

You will also receive feedback on assessed work; this may be individually or as a group/cohort, which will enable you to understand how you have met the assessment criteria and identify areas for your further improvement.

MyUWE is used to communicate unconfirmed marks, provide cover sheets for assessments and to submit work. [Further information on all aspects of your myUWE portal](http://info.uwe.ac.uk/myUWE/guidance/default.asp) is available on the website.

* You will receive informal formative feedback verbally in all workshop & seminar sessions – ensure you listen carefully.
* Weekly scheduled informal formative feedback sessions will be arranged every Friday afternoons to give formative feedback to students who wish help.
* The meetings will last for 10-15 minute Teams sessions for informal formative feedback, once for every student. Time slots for informal feedback will be run every Friday afternoon 14.00-17.00 pm UK time. Please ask and schedule your session as soon as you can as slots are going to be taken soon.
* Please prepare **one** draft for formative feedback for each assignment to discuss in a formative meeting or to submit to the module leader fr details on corrections. A link for draft submission for each assignment will be set up in Blackboard where you can submit the draft (date TBC) and the module leader will send you your feedback in 48 working hours. **Do not send multiple emails and files of the same assessment as it will not be possible to respond to such volume of emails**.
* Before your formative feedback session, please make a bullet point list with the specific questions you have about the assignment. You might be asked to fill in a self-assessment form before the meeting to make sure that you have prepared sufficiently for the feedback to be taken in by you effectively.
* Each assessment you submit will be returned to you with written feedback, and consists of comments made by tutors on students' assessed work which enables students to understand how they have met the defined assessment criteria and identifying areas for further improvement. The period for providing feedback will be set by the release of the grades by the Department. This period may be shorter or longer for some forms of assessment. Outcomes which have not been confirmed by an examining board shall be considered as unconfirmed.
* MyUWE is used to communicate unconfirmed marks, provide cover sheets for assessments and to submit work.

1. In line with UWE Bristol’s [Assessment Content Limit Policy](https://www.uwe.ac.uk/about/structure-and-governance/policies) (formerly the Word Count Policy), word count includes all text, including (but not limited to): the main body of text (including headings), all citations (both in and out of brackets), text boxes, tables and graphs, figures and diagrams, quotes, lists.
2. UWE Bristol’s [UWE’s Assessment Offences Policy](https://www.uwe.ac.uk/study/academic-information/assessments/assessment-offences) requires that you submit work that is entirely your own and reflects your own learning, so it is important to:
   * Ensure you reference all sources used, using the [UWE Harvard](https://www.uwe.ac.uk/study/study-support/study-skills/referencing/uwe-bristol-harvard)/[OSCOLA](https://www.uwe.ac.uk/study/study-support/study-skills/referencing/oscola) system (amend as appropriate) and the guidance available on [UWE’s Study Skills referencing pages](https://www.uwe.ac.uk/study/study-support/study-skills/referencing).
   * Avoid copying and pasting any work into this assessment, including your own previous assessments, work from other students or internet sources
   * Develop your own style, arguments and wording, so avoid copying sources and changing individual words but keeping, essentially, the same sentences and/or structures from other sources
   * Never give your work to others who may copy it
   * If an individual assessment, develop your own work and preparation, and do not allow anyone to make amends on your work (including proof-readers, who may highlight issues but not edit the work) and

**When submitting your work, you will be required to confirm that the work is your own,** and text-matching software and other methods are routinely used to check submissions against other submissions to the university and internet sources. Details of what constitutes plagiarism and how to avoid it can be found on UWE’s Study Skills [pages about avoiding plagiarism](https://www.uwe.ac.uk/study/study-support/study-skills/reading-and-writing/plagiarism).