RMIT University
OENG1168 – Engineering Capstone Project Part B

Assessment Task 1: Completion Plan

School of Engineering

RMIT University

1.0   Description

Completion Plan - 10%

A Completion Plan is a detailed timeline for completion of the tasks that remain for finalisation of the Capstone Project. It should include a brief description of any strategies that will be employed to overcome logistical, technical or other barriers. It is lodged as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the project is finished within the time stipulated.

The plan should be discussed with your academic supervisor before submission.

1.1   <u>Content</u>

The Completion Plan must:
- take realistic account of any factors that might influence progress (e.g. one or more parties being away or having heavy commitments at times, limited availability of required material or resources), and
- be set out as realistically as possible and then reviewed and revised in light of experience.

The document will need to include a list of completed tasks and, more importantly, the remaining tasks to be completed in part B. This should be accompanied with a list of potential and/or definite obstacles and strategies to overcome them.

The remaining tasks will then need to be listed in a timeline format (e.g. a Gantt chart). Each task will need to have a completion by the student date and feedback due date for the supervisor. All the instances that the student or the supervisor will be away should be mentioned, as well as the means of communication agreed on for the duration of the away periods.

1.2   <u>Document Submission</u>

The Completion plan should be formally submitted (electronically) on Canvas **by 23:59 pm Sunday, Week 3.**

For students working in teams, it is **a requirement** that you submit a group work member contribution table with this assessment task. You will need to modify the document to ensure it matches the format of the work you are submitting. You should complete this document honestly.

The format of the Completion Plan is optional.

Language
- The Completion Plan must be written in English and a spelling and grammar check performed before submission.
- The document must include in-text referencing and properly formatted references if required. **Please confirm the preferred referencing style for your discipline area with your academic supervisor.**

Recommended format
- The paper to be A4 in size.
- The body text font to be 12 point Times New Roman.
- Text to be single-spaced.

- A 2 cm margin to be used for all sides.

2.0   Special Consideration

Extensions are applied for with the academic supervisor. As per assessment policy, the following rules apply when applying for an extension:

- Extensions are available for **unforeseen circumstances** of a short-term nature

- An application is submitted to your supervisor **at least one working day before the due date** for an assessment.

- Extensions can be approved for up to **one week (seven calendar days)** after the due date for an assessment.

- Where students need an extension exceeding one week they must instead **apply for special consideration**

- The evidence in an application clearly supports the period for which an extension is sought.

Please note: Extensions are not automatically granted – if the academic supervisor does not feel that the evidence provided warrants an extension they can refuse or they can grant a shorter period than requested.

3.0   Marking guidelines

The completion plan will make up 10% of the final mark. Detailed assessment criteria will be available on Canvas via a rubric. Please ensure that you read the assessment criteria and that your plan and discussion with the academic supervisor deliver what is required.

4.0   Plagiarism and Originality

Plagiarism at any level with the University is unacceptable. Students who submit plagiarised work will be dealt with in accordance with the University's plagiarism policy which can be found here (Academic Integrity). An originality report from "Turnitin" will be used only as a guide and all reports will be checked against other sources such as previous RMIT-based project reports, Google Books, Amazon and various eBook repositories. By agreeing to the online assignment declaration students state that the submitted work is of their own and hence submitting any plagiarised work constitutes a breach of this declaration and will be dealt with accordingly.