Assessment Event 4
Group Project

Due: Class 33/at the end of Unit 5
Time Allowed: Approximately 3-4 weeks
Weighting: 25%

INSTRUCTIONS TO STUDENTS

For this Assessment Event, you are required to work in teams of 3 or 4 students. Your task is to create a presentation and a survey, apply it and then present the survey results.

The presentation will be about a non-profit organization that helps the environment, children, animals, etc. The main objective of this assessment is to find out why and how people get involved with a non-profit organization.

Make sure you share a folder that contains all the deliverables files with your teacher.

Deliverables

1. Team Contract

2. Project Management Tool process

3. Presentation (3-4 slides)

4. Survey and survey results

5. Peer Assessment Form

Team Contract		Marks
1	Write a contract with your teammates explaining the way you will be working during this project and sign it at the end. Make sure to add a title with the name of the project. • Write which project management tool you will be using for the project	1
2	• Which are going to be the official methods of communication (include a writing method and a speaking method. You can use any available tool like email or skype or the tools within the project management tool)	1
3	• Methods of sharing documents (Explain if you are going to be using a collaborative writing tool, a cloud tool and if you are going to add links to the project management tool)	1
4	• Decision making policy (Explain how you will make decisions. Will there be a leader? Will everyone have a vote?)	1
5	• Add your names and sign it Save this document as "Team Contract" in your Event 4 subfolder and share it with your teacher.	1
Project Management Tool Process		
1	After you have chosen a project management tool that suits your project draw a flowchart that describes the process that you are going to be following in order to finish the project.	2

2	Reproduce the process that you draw in the project management tool and share the link with you teacher. Make sure to add due dates to each task. Create a document with your flowchart and a screenshot of the board/project that you created in the chosen tool. Save it as "Project Management Tool Process" Share it with your teacher.	2
Presentation		
1	Choose a non-profit organization and research about it and about its couse. Remember to use at least 3 reliable sources to check the facts that are stated by the organization. Do a presen-tation that communicates your previous research. You can only use 3 or 4 slides plus a slide for the references. Your presentation should include: • Name of the organization • When was it founded and by whom? • What is the cause of the organization? • How are they helping the community? • How can people contribute to their projects? • A referencing list with at least 3 reliable sources	3
2	Your presentation should have: • Easy to read font (size and color) • An overall design theme • At least 2 images that help communicate the message of the presentation Save it as "Presentation" and share it with your teacher.	3
Survey and Survey Results		
1	After finishing your presentation you will create a survey. You will send the presentation with the survey at the end to 10 persons with different ages and background (members of your family, classmates, students in another school, etc.) The survey's main objective is to let you know: • If people know about the organization that you have chosen • If people have participated with this organization before • For those who have not participated with the organization what would encourage them to help the organization.	3
2	Create a document that includes a copy of the questions that you created for the survey, the link of your survey and the results of the survey. Save the document as "Survey Results" and share it with your teacher. The results should be presented with a graph or a table that communicates very accurately your findings. The graph or table should have: • title • labeled data and use of proper legends • use of colors to represent different variables or amounts	3
Individual Contribution		
1	Your individual contribution to the group's work. This is based on evidence of individual contribution in all the deliverables and on-going monitoring in the project management tool as well as the peer assessments. Each team member should fill out the Peer Assessment Form, assess the team member assigned by the teacher, scan it and submit it with the rest of the deliverables.	4
FINAL MARK		**/25**

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PEER ASSESSMENT FORM (Your teacher will assign you the team member that you will rate.)

Your Name:

Group Member's Name: Date:

Rate this group member's contribution in the areas below. Use the following scale:

1	2	3	4	5
never	sometimes	average	usually	always

1. Contributes ideas.
1 2 3 4 5

5. Treats group members respectfully.
1 2 3 4 5

2. Contributes to planning, research, drafting, editing or at least one activity.
1 2 3 4 5

6. On the back of this form, please describe your own contributions to the group.

3. Attends meetings on time.
1 2 3 4 5

7. Is there anything else you would like the teacher to know?

4. Shares data, documents and images in a timely manner.
1 2 3 4 5