

# SIMPLE INSTRUCTIONS FOR WEB PROJECTS

- All students **get individual marks**, so please DO NOT RELY on the group's work. If you do not show up during a project - you will get "0" mark. If you post on the last day or after, you will again get "0" mark. Even one "0" mark is hard to average up and your web projects constitute up to 45% of your total mark.
- Do not split up any tasks or work on projects. Everyone should discuss everything and post their opinion on each question and every task. Be actively involved in discussion. Every part of your projects is measured. You are all scored individually, so if you answer 2 out of 3 questions that will be reflected in your mark being lowered accordingly.
- As you are marked based on what your demonstrator's can read. Do not use anything apart from Moodle to post your discussions. In case you do your work outside Moodle you cannot be scored for it. For the same reason meetings are not allowed;
- Meetings, social media, SMS and emails are fine for logistical and organisational work only. Meetings after lectures are great way to choose a PM for a coming project and to get your group organised. SMS, emails and social media are good way for reminding members to log in, post and participate. So, only organisational work is allowed away from Moodle;

**Please remember- we can only grade what we can read!**

## ***Starting your project***

- There are 3 projects in total. Each Project will take either two or three weeks.
- Each project will be initiated on Moodle by your demonstrator's opening post. The initial post will have all necessary information for you. Read the instructions carefully, getting the scope is crucial;
- On the first day after project is released, decide who is going to be your PM (preferably after the lecture or before lecture time) and who is going to be assisting PM. Time should not be wasted on this, do it as quickly and efficiently as you can. Depending on your skills and strengths you may decide to split managerial duties equally or you may want to be in charge of certain parts of project (discussion monitoring/ summaries/ report/schedule etc). Ideally, **you will have 2 PM per project.**
- Every group member must be a project manager at least once. If you do not perform this role, 10% will be deducted of your total Web Score.
- Chosen PMs must publish a Project Plan within 24h. This plan should state what is to be done and what is the schedule of your project. Your plan can be as comprehensive as you wish or quite simple, stating the dates and tasks. However, please remember to start your discussion even if a project plan is not yet being released. Be mindful of the allowed time for a project. Do not wait for a PM if he\she is not performing their work properly.
- *Note: Please watch video No 3 – How to start your project and deliver a project plan.*

## **Discussion part**

*Note: Please watch video No 2 – Organising your discussion.*

- When you start discussion on Moodle do not open new topics. Keep in all in one thread by replying to your demonstrator's initial post. You can open new topic for a preliminary and/or final report only. When a PM starts a new thread he/she can change a subject to describe a task that a group would be doing.
- If a PM is 'missing in action' we suggest that the rest of a team discuss who would be best suited to become an 'Acting PM' that will replace inactive PM by running a project, managing a group and submitting a Project Plan and Final Report. Should this happen, the group will be assessed on its competency to handle unexpected situation. Nonetheless, dealing with unexpected situation should not stop you in doing your main task - discussing the project and answering questions!
- 
- PMs **MUST** participate equally during a project by sharing his/hers ideas and views, they should not only manage a group, request work do be done timely and manage responses in a report;
- Do not use Google documents for collaborative writing, as we cannot judge individual contribution. Avoid attachments (pictures, tables, documents, videos) as much as possible, instead make them visible within your posts
- Do not ask your demonstrator any questions within a discussion forum, as you might not get your answer in time. Rather send an email for their urgent attention;
- Saying simply – "I agree" – in your discussion, does not count. You have to elaborate your point of view, weather your agree or disagree. Not elaborating your opinion can only lower you mark. Comments on organisation, agreement with someone without further input, congratulations to others, helping with report layout and

spelling and similar, although valuable to a team spirit, is not something that could be marked.

- 
- 
- 

- ***Finishing your project***

- 
- Comments on draft and final report should happen in a separate thread so it does not interrupt project analyses until the end of a project. Do not stop your project just so you can discuss a report.
- At the end of the project PM should post a Final Report. Sample of a final report can be found on Moodle. Good practice for every group is that a PM posts preliminary report earlier to get the group's feedback.
- Final report must have academic layout, high level of English language and also include either Harvard or IEEE referencing style.
- 
- At the end of each report PM should grade the group members individually on a chosen scale. PM's grades within a report will not influence your tutor's individual marks. This is just another task where we grade your project manager's ability to judge their team objectively.
- It is very important to read all instructions and guidance posted on Moodle. We will not accept excuses about not being familiar with Moodle, web projects or not knowing what to do as we do provide all information necessary to complete your tasks successfully.
- It is recommended that you log into Moodle every day to see what your group has been discussing and to add your comments. It does not require much time, but it influences your marks greatly;
- Plagiarism is a very serious offence and every post can be checked against it! **Referencing is a MUST both within discussions forum and your reports.**

- Web Project part is compulsory and it gives you up to **45% of your total mark**. Late awareness will not be accepted as an excuse.

**Please remember, you are given marks not only on what your post, but also how much you participate, how good team member you are, how often you log in, how you handle unexpected situation, how diligently you follow project's schedule etc. But the highest component is still the value of your posts and knowledge behind your reasoning.**