# **Summary of Group / Individual Assessment Expectations**

## **1) List of assessment items**

(D1 to D5 must include a deliverables certificate starting from the first page)

* + ***Deliverable 1 (D1):***
  + *Feasibility Study & Team Manual*
  + ***Deliverable 2 (D2):***
  + *Project Plan + requirements/scoping document*

* + ***Deliverable 3 (D3):***
  + *Updated D2 documents + design documentation + test documentation + Prototype/MVP*

* + ***Deliverable 4 (D4):***
  + *Updated D2 documents + updated D3 documents + user / training manual*

* + ***Deliverable 5 (D5):***
  + *Final Group Reflective Report*

* + ***Deliverable 6 (D6):***
  + *Project presentation and demonstrations*

* + ***Deliverable 7 (D7):***
  + *Delivery of product to sponsor*

* + ***Deliverable 8 (D8):***
  + *Final exam*

## **2) List of individual contribution form submission checkpoints**

(marks may be deducted if the following are not completed)

***Individual Contribution form 1:*** *covers deliverable D1 and D2*

***Individual Contribution form 2****: covers deliverable D3, D4, and D5*

## **3) List of communication and involvement expectations**

(marks may be deducted if the following are not completed)

***Induction in week 1 (C1)* ✅**

***Team training in week 2 (C2)*** ✅

***Weekly reports on the group forum (C3)***

***Meetings Register (for off campus meetings ONLY) (C4)***

***Deliverables Certificate and Time/worksheets (C5)***

***Essential Sponsor Communications (C6)***

## **4) Semester 2 2024 – Schedule**

| **Wk** | **Deliverable** | **Product** | **Marks** | **Due – Date and Time** | **Completion** |
| --- | --- | --- | --- | --- | --- |
| **2** | **C2** | Attend and participate in Week 2 team training | **1** | **5-7pm, Thursday**  **1/08/2024** | **✅** |
| 3 | **D1** | Feasibility Study & Team Manual\* | 7 | Thursday 8/08/24 |  |
| 6 | **D2** | Project Plan and Requirements/Scoping Document\* | 13 | Thursday  29/08/24 |  |
| 6 | **Individual Contribution  Form 1 For  (D1 + D2)** | \*\*Checkpoint to complete first half Individual Contribution form on iLearn |  | Saturday 31/08/24 |  |
| 9 | **D3 (Inc1)** | Updated Deliverable 2 documents, plus Design, Test Cases, Prototype/MVP\* | 13 | Monday 30/09/24 |  |
| 11 | **D4 (Inc2)** | Updated Increment 1 deliverables, plus user/training manual \* | 13 | Thursday 17/10/24 |  |
| 13 | **D5** | Final Group Reflective Report\* | 8 | Wednesday  30/10/24 |  |
| 13 | **D6** | Project Presentation / Demonstration | 10 | Thursday 31/10/24 |  |
| 13 | **Individual Contribution  Form 1 For  (D3 + D4 + D5)** | \*\*Checkpoint to complete second half Individual Contribution form on iLearn |  | Saturday 2/11/24 |  |
| **13+** | **D7** | Final Delivery of the Product to the sponsor. This should occur by Week 13 but can be extended to end of exam period or Team grade will be (I) Incomplete. Upload of all project documentation (including other files are optional) | 10  (from sponsor) | Thursday d. |  |
| **14+** | **D8** | Final Exam | 25 | Week 14/15 Time/ location TBA |  |
| \*For deliverables 1-5:  **One** team member in the group should **submit a single pdf** **named ‘Group[num]\_Del[num].pdf’** that includes the Deliverable Certificate (which includes timesheets) at the start of the document. Place content in the order used in this document.  For Deliverable 7, on iLearn upload a zip file that includes the latest version of all documents created over the semester. | | | | |  |

| **Additional Activities – penalty may apply for non-compliance** | | | |
| --- | --- | --- | --- |
| **C1**  **Induction** | Attend and participate in Week 1 to learn about unit structures and meet team and sponsor. | Week 1 lecture/ class | ✅ |
| **C3**  **Weekly  reports** | Start a new thread for each week with Group # Week# in the thread title. One per team.  Stating – weekly activities, progress, any meetings (date, time, location, attendees), issues, work to be done in coming week by each individual.  Marks for the group may be deducted from the overall grade for < 8 satisfactory weekly reports. | Via iLearn Forum – post to team only |  |
| **C4**  **Meetings Register** | Each time you meet off campus with your client, before the meeting record the upcoming event.  Create/Add a post to Meeting Register thread in forum with the following information:  Date, time, location, 2 phone numbers, names of all students attending, sponsor name | Via iLearn Forum – post to team only |  |
| **C5**  \***Deliverables Certificate and Time/work sheets** | Each student from each group will have to sign the front page of the deliverables certificate. One person from each team will upload the deliverables submission to iLearn by the due date/time.  On the reverse side of the deliverables certificate include time/worksheet  · Group by student,  · Task  · Duration (Hours)  · Complexity (high-medium-low)  · ADD a total row for each individual that shows their TOTAL and grand total that shows the GRAND TOTAL of hours for the whole team.  Include ALL tasks/activities (e.g. meeting attendance, research/reading/training, etc) not just those spent on the deliverable.  Marks for a submission (i.e. deliverable) may be deducted for missing/incomplete/incredible and far-fetched timesheets | Template on iLearn under Project in [Deliverables Certificate/Cover sheet] |  |
| All email correspondence MUST be via the MQ student account. other formats **may** be ignored. Please **include group number** in all correspondence. | | |  |