Assessment criteria Graduation Project – Graduation Project Plan 2024-2025

Assessment format	Assessment criteria

Individual assessment in which you describe your graduation assignment and client, and the research and project design.
The written proposal will be assessed by relevant experts on grad tracks, research and project management
	1) *The assignment*
	   a. Formulates an innovative consultancy assignment that fits their own chosen graduation track to showcase their readiness for the profession
	2) *Research design*
	   a. Develops an appropriate research plan for the task at hand
	3) *Project design*
	   a. Constructs a relevant project plan that is feasible within the available time frame and with the available resources

Assessment instruction

You will show you have mastered the BI Meta-skills at the appropriate 'Junior Innovation Professional' level and meet the assessment criteria by submitting the following deliverables.

A) A *Graduation Project Plan* outlining and explaining your (approved) assignment and commissioning client, the research necessary to develop a solution and the necessary activities, planning and parties involved. The Graduation Project Plan is an appropriately structured and professional looking written document of max 8000 words;
B) Evidence of approval of the Assignment (by graduation track aligner);
C) Evidence of all credits and grades received (minimum of 170 EC; check Progression Rules for specific provenance of these ECs).

KNOCK OUT CRITERION:
All written deliverables should each include the mandatory BI cover page clearly stating the details of the student, the details of the document and for which graduation assessment (please use the provided template for GP assessments).

The general and overarching criteria that apply for the Graduation Project Plan are:
✓ Solutions/designs are coherent, well supported and logically consistent;
✓ All statements are substantiated by relevant research;
✓ All ideas must be original and created by the student;
✓ All text is based on The Unicode Standard for text representation i.e. text may not be inserted as images;
✓ All figures and statistics used are correct;
✓ All references and quotes are properly cited and have been cross-checked for accuracy;
✓ All sources – including AI prompts used for queries – and (academic) references (APA) are accurate and attributed.
✓ All information provided should be clear and intelligible, in terms of language and visuals used. If the message conveyed is unclear and/or illegible and/or unintelligible, the assessment dimensions mentioned below cannot be assessed and the student will receive an 'incomplete'.

The criteria that apply for the assessment of the study unit Graduation Project Graduation – Project Plan are listed on the following pages.

Criteria	Indicators
1) *The assignment* a. Formulates an innovative consultancy assignment that fits their own chosen graduation track to showcase their readiness for the profession	**Excellent** *In addition to 'good':* **1a** Provides credible, well-reasoned thoroughly investigated near future scenarios for the current situation with and without the execution of the assignment, fully justifying the appropriateness of the assignment for the situation. The future trends and developments used in the scenarios are relevant. **Good** *In addition to 'sufficient':* **1a** Has thoroughly investigated the context of the assignment and the client. The assignment justifiably matches their passion, interests and strengths. Explicitly shows that the assignment is a clear learning opportunity considering their ambitions for the future. Elaborates on the interrelationships between past, current and near future events, trends, developments and elements in establishing the current situation, which requires the execution of the assignment. **Sufficient** **1a** The assignment justifiably constitutes an innovation assignment large enough to justify 30 EC worth of individual work (including preparation and research). Explicitly shows that the assignment is a clear learning opportunity compared to what they have done before. The assignment is clear and concise in terms of what needs to be achieved. Justifies how the assignment fits their graduation track. The commissioning client meets the requirements set in the graduation project handbook. Justifies that the execution of the assignment includes extensive research (define), identifying and developing solutions (design), (partially) implementing solutions (execute), monitoring/evaluating (learn), dealing with others (team and/or stakeholders) and self-management (lead). Provides a clear, relevant and credible (i.e. substantiated) analysis of the past, current, and near future situation at micro, meso and macro level, leading to the necessity/desirability of the assignment, based on their own appropriate investigation of the situation, using a variety of relevant sources. Builds a credible argument for why this assignment is the right one to address the issue. **Insufficient** **1a** The assignment is too small or simple to justify 30 EC worth of individual work. The assignment is not justifiably an innovation assignment. The relation between the assignment and their graduation track is unclear. The description of the assignment is unclear or incomplete, or it is not clear why its execution is needed or desired. The justification of the assignment is (mostly) based on client information; no clear evidence of own independent appropriate investigation of the situation. Expected/desired results of the assignment are missing, or ambiguous. May describe what needs to be done rather than what needs to be achieved. The commissioning client does not meet the criteria set in the graduation project handbook. The assignment does not justifiably involve all five meta-skills.

2) The research design a. Develops an appropriate research plan for the task at hand	**Excellent** *In addition to 'good':* **2a** Formulates an appropriate contingency plan for their research, taking several scenarios into consideration. Provides a list of appropriate materials to be studied as part of the desk research, including their expected relevance. Has tested the feasibility of their research plan with the parties and materials involved.
	Good *In addition to 'sufficient':* **2a** Considers several relevant approaches to collect and analyse the necessary data and chooses the most appropriate ones considering the circumstances. Considers the way he wants to analyse the data in their choice of research methods. Looks for (in)validation of the methodology in previously executed similar research (by others). The research plan is such that all the preparations for the execution of the research have been made, so he can start immediately after receiving a go.
	Sufficient **2a** The planned research is multifaceted and justifies an individual workload of 6 EC (including the research design and the research report). The main research question and sub questions are appropriate considering the assignment. The question are mainly obvious, but a few are somewhat insightful, demonstrating their ability to question in different kinds of ways. Develops relevant research methods (including research population) for each of the sub questions, addressing all 5W1H for each question. Justifies the methodology based on the data sought. Formulates relevant hypotheses regarding their research questions and appropriate ways to test them. Develops an appropriate plan/method to process and analyse the data collected. The planned research is justifiably realistic in terms of target group, time and resources. Has set up an effective system to file (and share) relevant information found along the way for later use.
	Insufficient **2a** The research plan is incomplete. The research question (main or sub) are irrelevant, incomplete or unjustified. Neglects to (fully) develop relevant research methods for each sub question. Hypotheses are missing or inappropriate; unclear how these will be tested. A plan/method to analyse and process the data is missing, incomplete or inappropriate. System to file (and share) relevant information found along the way is missing or its effectiveness is not shown.

3) The project design a. Constructs a relevant project plan that is feasible within the available time frame and with the available resources	**Excellent** *In addition to 'good':* **3a** Identifies similarities and differences in stakeholders' stakes and how these can catalyse or obstruct each other. Creates an appropriate contingency plan taking several plausible risks (scenarios) into consideration. Includes a relevant and substantiated personal learning plan in their project plan to ensure the best possible outcome for the project.
	Good *In addition to 'sufficient':* **3a** Includes clear and relevant parameters to the scope of the project. Identifies relevant secondary stakeholders. Considers alternative ways to achieve the desired results when resources are not likely to be acquired. Justifies prioritisations in the planning that are not immediately obvious to a semi-knowledgeable audience. Identifies less than obvious but appropriate risks in the execution of the project and suggests appropriate ways to deal with them.
	Sufficient **3a** Provides a clear and substantiated scope of the project. Identifies relevant criteria and specs for the end results of the project, based on the client brief and their own investigation of the situation. Justifies the feasibility of these specs and explains when desired specs will not be met. The scope, criteria and specs are defined in a way that they can serve as an anchor throughout the project, for themself and their client. The primary stakeholders identified are relevant and complete. Correctly identifies what is <u>at</u> stake for each stakeholder and what active role they will play in the project (if any). Assesses the availability of these stakeholders when their involvement is needed. The list of necessary resources to execute the project is complete and relevant. Assesses the feasibility of acquiring these resources when needed. Identifies and lists all the necessary deliverables, their format, timing and audience. Identifies all necessary tasks to execute the project, including who is responsible for what. Plans and prioritises tasks, deliverables and resources appropriately to create a feasible planning that encompasses the entire graduation project period. Creates an appropriate scaffolding of these tasks considering their interrelationships and dependencies. Incorporates appropriate continuous feedback loops with relevant parties. Identifies relevant criteria and specs for the progress of the project, and creates a simple but appropriate system for themself, their supervisor and their client to follow their progress. Identifies obvious risks in the execution of the project and suggests appropriate ways to deal with them.

	Insufficient
	3a Scope of the project is missing or inappropriate. Specs and criteria for end results are missing, incomplete or irrelevant.
	Neglects to consider the feasibility of the specs.
	Primary stakeholders identified are incomplete or inappropriate. What is at stake for each stakeholder is not established.
	Neglects to consider the (appropriate) resources necessary, or their availability.
	Not all necessary deliverables have been identified and/or their format, timing and audience have not been specified.
	Only identifies main tasks.
	The project plan is incomplete or unrealistic. Neglects to plan and prioritise the tasks appropriately. No clear scaffolding.
	Does not plan or organise appropriate feedback loops with relevant parties.
	Specs and criteria for the progress are missing, incomplete or irrelevant.
	Does not identify all obvious risks (where these do exist) or identifies risks that are irrelevant.

Meta-skills involved

DEFINE, DESIGN, LEARN