



# University of Calgary Assignment Tracker

## 481 project

**Class:** CPSC 481

**Assignment description:** Unspecified

**Starts:** Wed May 08, 2019 **Due:** Thu Jun 13, 2019

You have **36** days left to complete this assignment!

### Step 1: Read your assignment outline as a group/ develop an assignment checklist

**Complete this step by:** Sat May 11, 2019 (**Days left to complete this step:** 3 ... **Time you should spend on this step:** 10%)

**Instructions:**

The assignment sheet or marking schema is the most valuable resource for your group project. Make sure that as a group you share the same understanding of the assignment. Remember to spend the time at the start to clarify what you are expected to do; don't wait till the end to find out that you don't all share the same vision. Set aside at least a half hour to methodically go through this resource. For tips on getting the most from your assignment sheet, you may want to use [Reading Your Assignment Sheet](#).

### Step 2: Select a focus for project

**Complete this step by:** Sun May 12, 2019 (**Days left to complete this step:** 4 ... **Time you should spend on this step:** 5%)

**Instructions:**

Selecting the focus of the project is key. In the context of group work, you will want to make sure that everyone in the group both agrees and understands the topic. It might be useful to start with a general topic and see how each member of the group goes through the material. When given free range on a project, the first topic that comes to mind isn't always the best. Try working through various brainstorming activities. Some suggestions are available in [Developing Ideas...](#)

### Step 3: Set timeline and future meetings

**Complete this step by:** Mon May 13, 2019 (**Days left to complete this step:** 5 ... **Time you should spend on this step:** 5%)

**Instructions:**

While you have the group present, determine responsibilities and deadlines. Remember to set-up a system so that people are accountable. Draft a group contract to ensure that all team members contribute equally to the project.

### Step 4: Exchange and review first results

**Complete this step by:** Thu May 16, 2019 (**Days left to complete this step:** 8 ... **Time you should spend on this step:** 10%)

**Instructions:**

Successful groups often exchange materials and results throughout the writing and research process. Consider setting up a digital space where team members can exchange materials. Assigning one member to review another member's findings can ensure that the final reader of the report can understand the material.

### Step 5: Determine format and style for final project

**Complete this step by:** Fri May 17, 2019 (**Days left to complete this step:** 9 ... **Time you should spend on this step:** 5%)

**Instructions:**

Once you have started to draft the final report, your group may want to determine the format of the final project. What font? What size? What sort of spacing? Make guidelines for heading and subheadings. These decisions will help you form a more cohesive document.

**Step 6: Exchange completed sections between members**

**Complete this step by:** Fri May 24, 2019 (**Days left to complete this step:** 16 ... **Time you should spend on this step:** 20%)

**Instructions:**

Rather than assigning one editor to read through the whole document, exchanging sections of the document with other teammates can be more time effective. There may be follow up questions or new information to be added. Set aside time for this step.

**Step 7: Compile project together**

**Complete this step by:** Wed May 29, 2019 (**Days left to complete this step:** 21 ... **Time you should spend on this step:** 15%)

**Instructions:**

Now that your group has all the pieces, it's time to put it together.

**Step 8: Write abstract, introduction and conclusion as group**

**Complete this step by:** Mon Jun 03, 2019 (**Days left to complete this step:** 26 ... **Time you should spend on this step:** 15%)

**Instructions:**

One of the common problems that plagues group assignments is a lack of coherence. To start and end your assignment, plan to write the project's abstract, introduction, and conclusion as a group. Rather than trying to guess at what other group members wrote, have them write the sentences about it. Compile these sentences together and adjust for flow and a common tone.

Consider booking a workroom in the [Taylor Family Digital Library](#) to allow you to work together on one screen. [Presentation Practice workrooms](#) are also available.

**Step 9: Final group review**

**Complete this step by:** Thu Jun 13, 2019 (**Days left to complete this step:** 36 ... **Time you should spend on this step:** 15%)

**Instructions:**

Give it one more read through, just in case a typo or citation mistake has snuck past the group.

*The University of Calgary Assignment Tracker is joint project between Libraries and Cultural Resources and the Student Success Centre.*

*It is based on the original Assignment Calculator from Minitex and University of Minnesota Libraries*

*Questions can be addressed to [wonline@ucalgary.ca](mailto:wonline@ucalgary.ca).*