**228.711 Engineering Practice 6: Capstone Project**

**Mechatronics/ECE/EIM**

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| **Assessment** | **Date Due** | **Weighting** |
| Proposal Meeting | 23 March 2022 | 10% |

Due date: 23 March 2022

Percentage: 10% Project Proposal Meeting

Form: Team interview/presentation with panel of staff. The team should also complete the Individual Contribution Polling (ICP) method as a trial for this assessment. No peer assessment adjustment will be applied to the mark.

Purpose:

To demonstrate an understanding of what the project scope, outcomes and outputs will be with planning and management demonstrated on how these will be achieved.

Content guideline:

The team meeting to demonstrate an understanding of the context, scope, desired outcomes and outputs, constraints and risks for the project, as well as an understanding of who the stakeholders are in the project including those that may be the users, consumers or manufacturers of what is output. A plan for the delivery, communication and risk should be shown.

Individual team members should clearly demonstrate their understanding of the project, their assigned tasks, specific key decisions and their basis to be made, any specific issues that may impact project completion, individual contribution to team and project, and future planning.

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| **Team:**  **Project criteria** | **Mark allocation** | | | | |
| **0** | **1** | **2** | **3** | **Mark** |
| 1.Title and aim | No aim | Short, clear title. Overall aim of what the project is expected to achieve is stated, without outcome/benefits. | Short, clear title relevant to problem. Overall aim of what the project is expected to achieve is stated, including outcome/ benefits of the project. | N/A |  |
| 2. Project context | No context | Project context is described *but* is missing relevant problems or opportunities. | Project context is described *and/or*  includes some relevant problems or opportunities. | Project context is described well, including relevant need(s), problems and opportunities. |  |
| 3. Project scope and deliverables | No scope or deliverables | Scope or extent of the problem is too narrow or vague, not providing any direction. Only deliverable is a report. | Scope or extent of the problem lacks enough detail. One or two deliverables other than a report are identified. | Scope or extent of the problem is described in enough detail and is clear. All deliverables are clearly identified. |  |
| 4. Constraints | No constraints | Constraints are missing or not specific to the context and create boundaries, are listed. | Most of the key constraints that are specific to the project and context, and create boundaries, are listed. | Constraints that are specific to the project and context, and create boundaries, are listed. |  |
| 5. Key stakeholders (including those for whom it needs to be fit for purpose such as users) | No stakeholders | Some key people or organisations that may be involved, or have an influence on, the project and its outcomes are listed, including those who may use or make it. | Some key people, groups, markets or organisations that may be involved, or have an influence on the project and its outcomes are listed *and* reasons for involvement are stated | All key people, groups, markets or organisations that may be involved, or have an influence on, the project and its outcomes are listed  *and* reasons for involvement are stated |  |
| 6. Time, Communication Plan | No time/comm plans presented | One of the following is present:   * Start and end dates, approx. time allocation for each of the major stages * key milestones to be achieved are identified. * How to manage team, activities and comms | Two of the following are present:   * Start and end dates, approx.. time allocation for each of the major stages * key milestones to be achieved are identified. (incl Comm plans, Gantt chart) * How to manage team, activities and comms | All of the following are present:   * Start and end dates, Approx. time allocation for each of the major stages of the project is stated * key milestones to be achieved are identified. Gantt chart is clear. Incl Comm plans * How to manage team, activities and comms |  |
| 7. Project risks | No risks listed | Some general risks listed | Some general and specific risks listed with some methods to manage them | Appropriate risks listed with methods to manage them |  |

Total \_\_\_\_\_/20

Comments: