| **Project Process (Deliverable)** | **Process Quality Standards/ Stakeholder Expectations** | **Quality Assurance Activity** | **Frequency/Interval** | **Who is Responsible** | **Expected Date of Acceptance** | **Actual Date of Acceptance** |
| --- | --- | --- | --- | --- | --- | --- |
| WIL and Confidentiality agreement | Should be signed by people who are involved in a project. | Download WIL agreement and send the document to my industry supervisor. After getting signed, I will submit it to my Academic Supervisor | Once | Sasha Stepanov  PFR Stakeholders  Dr David Weir | 04/08/2023 | 07/09/2023 |
| Weekly meeting reports | Evaluation of the previous week's performance score. Submit risk management, burndown chart and quality assurance | All documents must be prepared and submitted before the meeting. | Weekly | Sasha Stepanov  Dr Luofeng Xu | Weekly | Every Monday |
| Project Proposal | Professionally collected set of documents and important information about the project. The document must comply with the standards of professional practice and the issued template. | Academic and Industry Supervisor  feedback.  Follow assessment marking rubric.  Must be unique in regards of plagiarism. | While proposal will not match the quality.  Ideally, once. | Sasha Stepanov  Dr Luofeng Xu  Dr Hamish Brown  Dr David Weir | 24/08/2023 | 07/09/2023 |
| Creating a project plan/timeline | The timeline is regularly updated with accurate information | Academic supervisor feedback | Daily/weekly. | Sasha Stepanov | 4/08/2023 | 12/08/2023 |
| Maintaining Burndown chart | Burndown chart which fairly reflects the process. Comments about the process. | Complete the template given by the tutor in a timely manner | Daily/weekly. | Sasha Stepanov | Weekly | Every Sunday |
| Risk analysis and management | Risks are regularly assessed and updated during the project | Submitting the risk management tool for assessment by tutor | Weekly or as needed until the end of the project. | Sasha Stepanov | 5/08/2023  Review - weekly | 5/08/2023  Review – every Sunday |
| Project Proposal checklist | Follows Ara provided proposal checklist | Everything should include from a provided by tutor checklist. | As necessary to completion | Sasha Stepanov | 24/08/2023 | 07/09/2023 |
| Project Proposal Sign off | Follows Ara’s proposal sign-off document. | Ensure that the proposal was created according to the standards and requirements of the project and Ara as a whole. | Once | Dr Hamish Brown  Dr Luofeng Xu  Sasha Stepanov  Dr David Weir | 24/08/2023 | 07/09/2023 |
| Halfway Report | Documentation of progress being made. | Academic and Industry Supervisor  feedback.  Follow assessment marking rubric.  Must be unique in regards of plagiarism. | Once or as necessary to completion. | Sasha Stepanov  Dr Luofeng Xu  Dr David Weir | 29/09/2023 |  |
| Quality Assurance plan | A complete plan in tabular format including all the deliverables, frequency, expectations and who is responsible for quality control. | Creation of a clear plan for assessing the quality based on the template. | Once with a possible review halfway. | Sasha Stepanov  Dr Luofeng Xu  Dr David Weir | 07/08/2023 | 18/08/2023 |
| Methodology Essay | 3,000 words long that covers the topic listed in marking guide | Academic and Industry Supervisor  feedback.  Follow assessment marking rubric.  Must be unique in regards of plagiarism. | As necessary to completion | Sasha Stepanov  Dr Luofeng Xu  Dr David Weir | 27/11/2023 |  |
| Final Report | A full report that meets IT standards. | Consolidation of all documentation into one final report, which would cover the entire project in detail. | Once or as necessary to completion. | Sasha Stepanov  Dr Luofeng Xu  Dr David Weir | 27/11/2023 |  |
| Project Poster | Includes introduction, title, author, methodology, process conclusions, references | Academic and Industry Supervisor feedback and reviews | Once | Sasha Stepanov  Dr David Weir  Dr Luofeng Xu | 27/11/2023 |  |
| Short paper on Poster | Includes introduction, title, author, methodology, process conclusions, references | Academic and Industry Supervisor feedback and reviews | Once | Sasha Stepanov  Dr David Weir  Dr Luofeng Xu | 27/11/2023 |  |
| Short Bio | Professional written of backgrounds and achievements | Academic and Industry Supervisor feedback and reviews | Once | Sasha Stepanov  Dr David Weir | 27/11/2023 |  |
| Panel Presentation | PowerPoint presentation must be submitted. Speech prepared. | Follow assessment marking rubric | Once | Sasha Stepanov | 27/11/2023 |  |