| **Project Process (Deliverable)** | **Process Quality Standards/ Stakeholder Expectations** | **Quality Assurance Activity** | **Frequency/Interval** | **Who is Responsible** | **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 | Dr David Weir,  Hamish Brown,  Luofeng Xu,  Sasha Stepanov, | TBA |
| 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 | Luofeng Xu,  Sasha Stepanov, | TBA |
| 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. | Dr David Weir,  Luofeng Xu,  Sasha Stepanov | TBA |
| Creating a project plan/timeline | The timeline is regularly updated with accurate information | Academic supervisor feedback | Daily/weekly. | Sasha Stepanov | TBA |
| 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 | TBA |
| 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 | TBA |
| Project Proposal checklist | Follows Ara provided proposal checklist | Everything should include from a provided by tutor checklist. | As necessary to completion | Sasha Stepanov | TBA |
| Project Proposal Sign of | 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 David Weir  Dr Luofeng Xu  Hamish Brown  Sasha Stepanov | TBA |
| 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. | Dr David Weir  Dr Luofeng Xu  Sasha Stepanov | TBA |
| 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 half way. | Project owner (Sasha Stepanov) | TBA |
| 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 | Dr David Weir | TBA |
| 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. | Dr David Weir | TBA |
| Project Poster | Includes introduction, title, author, methodology, process conclusions, references | Academic and Industry Supervisor feedback and reviews | Once |  | TBA |
| Short paper on Poster | Includes introduction, title, author, methodology, process conclusions, references | Academic and Industry Supervisor feedback and reviews | Once |  | TBA |
| Short Bio | Professional written of backgrounds and achievements | Academic and Industry Supervisor feedback and reviews | Once |  | TBA |
| Panel Presentation | PowerPoint presentation must be submitted. Speech prepared. | Follow assessment marking rubric | Once | everyone | TBA |