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**Programme of Study:**

**Foundation Degree in Applied Computing**

**Type of Assessment:**

**Assignment**

**Unit:**

**LP30483 Work-Based Research Project**

**ASSIGNMENT TITLE:**

**LP30483A1 Action Plan for Research Project**

**WORD COUNT**

**(May not exceed +/- 10% of limit)**

Ensure that you have completed your work as specified by the deadline date and time (**Thursdays 4pm**)

You must submit one electronic copy of your work to the relevant location as detailed in the assignment brief (normally Turnitin via College Moodle).

You must keep an electronic copy of this assignment for your own records.

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| **Hand out date:** | | As per Assessment Plan | **Hand in date:** | | | As per Assessment Plan |
| **Lecturer:** | | Brian Bentham | **Contribution to Unit Marks: %** | | | 10% |
| **Unit Outcomes:** | * Produce a research proposal, strategy and plan, and show how appropriate goals will be achieved | | | | | |
| **Moderated by:** | Lyall Clarey | | | **Date:** | 09/09/2019 | |

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| **Background/Scenario**  Aims  The aim of this assignment is to demonstrate that you can independently undertake a work-based computing research project, which introduces new knowledge, practice or policy to a workplace. You will also demonstrate that you can apply effective project management techniques.  Overview  It is up to you to find a suitable project, with guidance from your supervisor. It is expected that most projects will involve some form of software development, but other project types are possible. The chosen project must meet the following criteria:   * It must introduce new knowledge, practice or policy to a workplace; * It must involve a third-party sponsor; * It must be challenging enough to support a significant piece of academic research, usually in the form of a literature review.   You will be expected to demonstrate success, for example by delivering a completed piece of software.  Project Sponsor  Your project must have a sponsor, preferably external, although a member of college staff may agree to act as your sponsor. The sponsor is your client, or customer.  The sponsor should have a real-world problem to be solved. Their job is to provide you with requirements, give feedback on prototype solutions, and help with evaluation.  The sponsor must provide you with a letter, agreeing to take part in the project and confirming the time and resources they are able to commit to the project. | | |
| **Task:** | **Task Description:** | **Contribution (%)** |
| 1 | For this assignment, your task is to produce an Action Plan document for your chosen project. The Action Plan must include the following.   * Abstract * Introduction, but no conclusion. * A project title and brief introductory overview. * A list of project objectives and deliverables. There should be 5 to 7 project objectives. * A statement of your research question, and a brief justification to show how the research results from your literature review will be used in the project. * A section identifying any constraints on the project, such the target hardware or operating system. Constraints often come from the project sponsor. * A statement of any legal, ethical, or professional issues. Is Data Protection registration necessary? Is the sponsor aware of your expertise, or lack of it? Is the work confidential? * A statement of the resources required for the project, including software, hardware and personnel. * An assessment of the risks associated with the project. * A letter from your project sponsor, agreeing to take part in the project and confirming the time and resources they will provide. * A project plan, consisting of a schedule and Gantt chart. This will initially be an outline plan, and will be revised as the project progresses.   The finished project should represent approximately 300 hours work.  The Action Plan must be approved and signed-off by your supervisor before the project can proceed. | 100% |
| **Guidance Notes:** | | |
| Submit your Action Plan, including a schedule and Gantt chart. Microsoft Project files should be submitted on CD/DVD.  There is no word limit, however, you must ensure to address all of the above points in appropriate detail. | | |

**Grading Criteria**

Analysis (A) Reading and Research (RR) Communication (C) Word Limit (WL)

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| % mark |  | Description |
| 0-19%  (Bad Fail) | A  RR  C | ***No engagement*** with pertinent issues; assertions not supported by evidence; description is very weak and incomplete; ***disjointed*** with hardly any relevancy to the set problem: very ***superficial*,** no coherent argument.  No evidence of any ***relevant* or *appropriate*** readings undertaken.  Little evidence of any structure; ***poor organisation*** and expression; substantial number of grammatical and spelling errors; ***no signposting***; much ***irrelevant material***. |
| 20-29%  (Bad Fail) | A  RR  C | ***Minimum engagement*** with pertinent issues; assertions are not supported with ***appropriate*** evidence; ***disjointed at times***; ***superficial*** with ***little or no coherent argument***  Very little evidence of any ***relevant*** or ***appropriate*** readings undertaken  The use of ***English is seriously flawed***; ***poor evidence of structure*** to the answer; ***referencing*** is ***mostly inaccurate***; limited content relevant to the task; ***significant*** number of ***grammatical and spelling errors***; much ***irrelevant material*** although ***less than 0-19% category*** |
| 30-39%  (Fail) | A  RR  C | The focus of the question/ problem/ task is ***partly understood***; the ***analysis is unbalanced*** while some ***key elements are omitted***; limited ***conclusions*** are drawn or those that are drawn are ***not adequately linked to the argument***; there is very little analysis or evaluation.  There ***is limited evidence of reading***; reading has been misunderstood and ideas have not been explored; reading has not been used in support of the argument.  The use of ***English is flawed***; there is limited evidence of structure to the answer; ***referencing is partly accurate***; most of the content is relevant to the task; significant number of grammatical and spelling errors although ***less than the 20-29% category*** |
| 40-49% (Pass) | A  RR  C | The focus of the question/problem/task is only understood at a ***basic level***; ***mostly descriptive***, with ***analysis* and *reflection* being *limited***; weak argument, lacking ***coherenc****e*; not well ***substantiated*** with evidence.  Evidence of limited reading beyond class/lecture notes; ***limited evidence*** of research; some appropriate material used, but ***ideas not adequately developed*** or explored..  One or two elements of an ***appropriate structure*** are present; considerable grammatical and ***spelling errors*** are evident. |
| 50-59% | A  RR  C | the focus of the question/problem/task is ***understood****;* key issues  ***Identified***; one or two related issues identified; analytical techniques/concepts/theories are applied ***appropriately but limitedly****;* ***some evidence of engagement***, avoiding mere description.    Evidence of selection of material from a limited range of sources; some evidence of independent research, although a ***limited attempt* to synthesise** it.  The structure is ***broadly appropriate***, elements of development/progress are evident; appropriate language and concepts are used ***most*** of the time; moderate grammatical or spelling errors are evident. |
| 60-69% | A  RR  C  WL | Focus of the question/problem/task is understood although there is a ***limited attempt to synthesise***; key issues and one or two related issues identified; analytical techniques/methods are ***theoretically informed*** although a ***slightly limited analysis*** of these is undertaken; ***some awareness of competing*** alternative analyses/perspectives/solutions is apparent.  Evidence of reading from a ***number of recommended sources***; effective deployment of reading in support of analysis; ***evidence of independent research.***  ***Structure is clear***; the form of communication/medium selected is ***appropriate*** to the task; overall the ***argument is concise*** although ***lacks some coherenc****e* at times; an appropriate technical and/or conceptual language is used most of the time; some ***minor*** grammatical and/or spelling errors.  For an assignment to achieve this band it must be close to the word limit (within ±10%). |
| 70- 85% | A  RR  C  WL | The focus of the question/problem/task is ***clearly understood***; key issues are *understood* and significant related issues are identified; theory and concepts are deployed in a manner which is ***critically self-aware***; ample evidence of ***analysis* of *relevant theories***; ability to deploy competing/alternative analyses/ perspectives/solutions is apparent.  Evidence of selection of material from a wide range of sources; critical use of reading and its effective deployment to support analysis; strong evidence of independent research.  the argument is ***well organised***: the structure is *clear*; the form of communication/medium selected is appropriate; ***technical and/or conceptual language*** or set of skills is used with ***accuracy*** and ***confidence***, virtually no grammatical or spelling errors  For an assignment to achieve this band it must be close to the word limit (within ±10%). |
| 86 - 100% | A  RR  C  WL | the focus of the question/problem/task is understood; primary and secondary issues are ***very clearly identified*** and ***well distinguished***; theory and concepts are deployed in a ***very confident* and *precise*** manner which is ***critically self-aware***; evidence of ability to evaluate, select and deploy competing/alternative analyses/perspectives/solutions ***insightfully***  There is ***consistent*** evidence of the ability to read widely and with ***discrimination*** in the search for information; ***very effective*** deployment of reading to ***support*** arguments; capacity to use ***appropriate evidence*** from other disciplines.  The structure is ***clear, logical* and *professional***; the form of communication/medium selected is appropriate; technical and/or conceptual language or set of skills is used with ***confidence, accuracy* and *clarity****;* no grammatical or spelling errors; answer is well thought through and ***fluently written***.  **Word limit:** For an assignment to achieve this band it must be close to the word limit (within ±10%). |