


**School of Engineering and  
Information Technology**

Never Stand Still

**ZEIT 4500/4501/4297  
Engineering Project A/B/Extension  
Semester 1 Briefing**

**VIVA and Interim Report Hints**


**2019**



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**What is a VIVA?**

- It is a group of examiners (from your panel) who will ask you curly questions to determine how well you understand the topic of your project and it's intricacies.
- Each Panel will timetable your appearance. Some panels may ask you to sit "on the other side of the table" as a peer reviewer to observe your ethics and rigour.
- VIVA will be scheduled during Weeks 11 and 12 (or in Week 13 the latest)



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## What is a VIVA?

- By the VIVA time you will have been working on this project for **10-12 weeks**.
- Importantly your work ethics will of course show through in these outputs, but this is being monitored separately by your supervisors and panel ( as well as by your peers through panel interactions).
- The VIVA+ Interim report mark is decided by the Panel academics, and will be formulated considering your both your Interim report and your VIVA performance

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## What will happen during my VIVA?

- Typically you will be asked to give a brief description of the project, and it's significance.
- In short, your main aim is to persuade your panel that you have completed a sufficient amount of good work and it is worth to let you to continue and complete your project in S2.
- While describing the above, you may well be "rudely" interrupted, and questions asked on what you have just said, or even way off the current topic!

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## How to prepare my VIVA?

- How can you improve your chances of communicating all this?
- Make use of the Interim report; know where exactly to point to within it for supporting documentation.
- Formulate a list of important facts, learnings, and results you want to communicate. Try and fit these into the conversation/ questioning.

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## How to prepare my VIVA?

- Please don't get flustered if you are cut-off mid sentence. It may be because you have adequately answered the question posed. If you think that you didn't get to an important point, then try and bring it in, in a different way.
- A Gantt Chart in your interim report is compulsory!

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## How to prepare my VIVA?

- In general, you will not be allowed to give a full PowerPoint presentation. However, you are welcome to use PowerPoint slides, Excel graphs or other graphical tools to show your ideas/results to the panel members.
- Usually there is not enough time to "wave things around", but if there are important results that can show succinctly what is significant, then by all means bring these.
- There should be whiteboards to scribble on.

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## What should be included in my Interim Report?

- A brief description of the project, and its significance.
- A review of supporting literature that sets the scope, breadth or depth of the project, and that defines the important outcomes or objectives of the work.
  - This may be a broad examination of the wealth of technical writings, or an in-depth description of the primary focus of the research.
  - It may be a range of technical manuals and techniques found or read to prepare for the engineering.

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### **What should be included in my Interim Report?**

- Clearly the extent of this survey and the type of documentation will be project specific..
- What are you adding to the subject knowledge from your project ? Why would it be useful or significant?
- A description of the work components required or expected throughout the project, e.g. A work breakdown structure which shows what must be achieved in order to move to the next stage.

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### **What should be included in my Interim Report?**

- A project timeline that indicates when these components are to be scheduled. Include other commitments and when resources are required to advance each. This is most likely in the form of a Gantt chart, created in the likes of Microsoft Project. This may be found on the campus computers.
- A description with results if possible of what has been achieved or trialled at this stage of the project.

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### What should be included in my Interim Report?

- Your document should show how you plan or are indeed following "best practice".
- For a research project, this will identify current works in a bibliography, and identify how your efforts will expand on, or exhibit differences to, these works.
- For a design project there are standards you can reference that guide the progress of the project. e.g. software process cycles in software engineering, building standards, systems engineering and project management standards etc.

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### What should be included in my Interim Report?

- Consider that you will have to tell us your work will have impact, and how you will prove this....
- In a design context, this is why you are building this, to what specification, and how you will ratify the design meets the specification

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## How Long should the Interim report be?

- **Please follow exactly the format prescribed in the final summary report template given in the Moodle site!**
- **Both Interim and the Final Project Report should be no longer than 10 pages for the main body of text including the figures and tables. The front papers, and bibliography or references can be counted outside this page limit.**

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## How Long should the Interim report be?

- **Concise description is important but also thoroughness. Your panel will read your description and give you advice on how it could be improved so you can build your organisational and writing skills for future assessments.**
- **Refer to the two “good” sample Interim reports given to you!**

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### **What you can expect from your panel?**

- The panel will have read your Interim report.
- The panel/supervisors have interacted with you in separate meetings so know your progress.
- A fair "grilling" designed to determine the quality and depth of your work and understanding of have project.
- Moderation across panels is achieved by members spanning a number of other panels, and by the performance descriptions given to you with your course outline.

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### **Whom can you seek advice from in preparing for my Interim report and VIVA?**

- Your supervisor/s. They have set the boundaries and expectations for your project.
- Your panel members. They can provide advice. You should already have given them enough comprehension of your project within panel meetings, but if you are not sure "they understand", you will need to present this well as well.
- Your peers. Use them as a sounding block to see if you have included significant points.

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