

## Report Project Brief

### Assessment Objectives

- 1) Demonstrate the use of a multi-criteria decision matrix to rank stakeholders
- 2) Write a formal report
- 3) Develop your teamwork skills

### Project Background

Drinking water, its supply and conservation, is a major issue for Auckland. Watercare is the main supplier of water to Aucklanders. To address the challenge of dealing with the future, Watercare has several plans, and one is the [Asset Management Plan](#) (AMP - for background knowledge you only need to read the Executive Summary).

Watercare regularly engages with several groups of [stakeholders](#):

- Auckland Council
- Environmental groups
- Community groups
- Wider public
- Local boards
- Suppliers and contractors
- Infrastructure providers

Watercare needs help to rank these stakeholders with regards to their AMP five stated purposes (page 5) in order to understand their engagement priorities. You are a team of consultants hired by Watercare to rank these stakeholders.

### Assessment Outline

There are two weeks to work on the assignment. **For these two weeks, you will be left to your own to organise yourselves, your meetings, and times to carry out the work.** We will not be prescriptive about how you organise yourselves for your group work. This is a suggested timeline for tasks:

#### Week 7: Preparation, Decision Matrix, and Ranking

- Go through the above-mentioned asset management plan executive summary.
- Discuss what 'stake' (interest in the project) the stakeholders are holding.
- Discuss the 5 purposes of the AMP.
- Take notes of all discussions as this will come in handy for the report.
- **Construct a *decision matrix*\* with the 'options' being the list of stakeholders, and the criteria being the 5 purposes. Decide and include the 'weighting' of each criterion. Take notes.** \*(See page 60 of your course notes on decision matrix design)
- Discuss each stakeholder's value to the AMP in relation to each criterion and each weighting.
- Input a score in each cell of your matrix.
- Create a ranked list based on your score.

#### Week 8: Report Writing

**Your task is to write a report providing a logical and reasoned approach to ranking the above list, in order of importance, according to the five purposes of the Watercare Asset Management Plan (AMP).**

**There is no right answer for the task at hand. Instead, focus on decision making and conveying to the reader why your assessment is reasonable.**

All material should be presented in your own words.

#### Due Dates and Submission:

- Due 24/09/2021 10pm
- One report per group
- Submit via Canvas as a PDF
- Reports will be assessed via Turn-it-in. please retain your submission receipt
- The report should be no more than 1500 words (there is no minimum), no appendices should be included
- Cover page, table of contents, and references are excluded from the page count
- Numbered referencing style to be used (IEEE or Vancouver, for example)
- The effort required for this report is estimated at 5 hours per student

#### Report Requirements

##### Cover Page

##### Table of Contents

##### Sections

1. Executive summary
2. Introduction
3. Stakeholder description
4. Ranking
  - 4.1. Multi-criteria decision matrix
  - 4.2. Ranking and justification
5. Conclusion

##### References

##### Formal Report Elements

Include at least one figure. Figures should be numbered, have appropriate caption, and be mentioned in the text at least once.

Numbered pages.

**❑ ACTION: Submit your Decision Matrix with your report by Friday 24<sup>th</sup> September 10pm.**

## MARKING RUBRICS

There is no correct answer. The goal is to demonstrate good reasoning and in a logical manner. Be collaborative. Compromise when you must. Validate with references. Participate, perspective-take, and regulate your group collaboration – so that you can achieve the best outcome.

Your report will be assessed by instructors using the following rubric:

INDICATOR	What the grader or marker should feel (From zero meaning deficient, to 5 representing maximum achievement)	Marks (0 to 5)	Weightage (%)
<i>Coherence</i>	That the reasoning demonstrates use of logic and good argument.		40
<i>Objectivity</i>	That the reasoning appears to be based on value-free judgement and is unbiased.		20
<i>Validity</i>	That the reasoning is evidence-based and reliable		20
<i>Report</i>	Report structure, presentation, and formatting		10
<i>Quality</i>	Grammar, spelling, conciseness, vocabulary etc.		10

PEER REVIEW - Everyone is to mark each of their teammates.

The guide is for assessing your team member's efforts throughout this assignment.

Indicator	Low level (Zero or 1 mark)	High Level (4 or 5 marks)	MARKS (0 to 5)
<i>Action</i>	Little level of activity	High activity, includes in unfamiliar contexts	
<i>Interaction</i>	Merely acknowledges communication	Initiates and promotes communication and activity	
<i>Adaptive Responsiveness</i>	Contributions or prompts of others are ignored and not considered	Contributions or prompts of others are considered, and used to suggest solution paths	
<i>Mutual Modelling</i>	Contributions are not tailored for easy understanding by team members	Contributions are tailored to team members, so they understand easily	
<i>Negotiation &amp; Compromise</i>	Merely comments on the differences	Achieves resolution of differences	