

FIT3164 Assesment Task Team Member Contribution Declaration

Unit:	FIT3164		Team:	MDS02	
Assignment Title:	Project Management Report				

Enter your names, student ID numbers, planned/realised contribution level (1-3) and planned/realised hours spent on the assignment into the boxes below.

Student ID	Student Name	1. Front Cover Sheet	2. Introduction	3a. PM Introduction	3b. PM Methodology	3c. PM Resources	3d. PM Risk Management	3e. PM Limitations	3 f. PM Reflection on success	4. Conclusion	5. References	6. Style and Presentation	Total focussed** hours Planned / Realised	Additional Notes(if any)
		Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)	Planned/ Realised (1-low, 3-high)		
123456	Example Student 1	3 / 3	0 / 0	1/3	0/0	0/0	0/0	0/0	1/1	3/3	1/0	1/3	15/19	I originally planned to work on the methodology, but other group members completed this task and I worked more on the introduction and styling than originally planned instead.
33985625	Foo Kai Yan	2 / 3	2 / 0	2 / 0	2 / 3	2 / 0	2 / 0	2 / 0	2 / 0	2 / 0	2 / 3	2 / 3	30 / 30	
33945249	Alicia Quek Chik Wen	2 / 0	2 / 0	2 / 0	2 / 0	2 / 3	2 / 0	2 / 0	2 / 0	2 / 0	2 / 3	2 / 3	30 / 30	
33250979	Eunice Lee Wen Jing	2 / 0	2 / 3	2 / 3	2 / 0	2 / 0	2 / 0	2 / 0	2 / 3	2 / 3	2 / 3	2 / 3	30 / 30	
32794649	Jesse Yow San Gene	2 / 0	2 / 0	2 / 0	2 / 0	2 / 0	2 / 3	2 / 3	2 / 0	2 / 0	2 / 3	2 / 3	30 / 30	

NOTE 1

A maximum claim 39 hours is permitted to be made by a single student for a specific assessment task. Claims above this level will be capped. It remains up to the group members to fairly allocate workload so that no student is expected to conduct an unreasonable or imbalanced amount of work on a task. The Chief Examiner may adjust the claimed workload allocation for a submission in accordance with the expected time to achieve a particular grade, and allocate grades using the adjustment criteria in keeping with these workloads.

NOTE 2

All team members must complete the contribution matrix correctly. A student who fails to correctly complete their individual entry may incur a 10% penalty. By submitting this document, each student in the team agrees that to the best of their knowledge it is an accurate and true reflection of their understanding of the work contributed by themselves and their team members.

**** Focussed hours** refer to hours spent outside of class time working diligently and without distraction on your project. Focussed hours of work may be conducted individually, or with your team. Hence they may include team meetings outside of class.