

Assessment details.

Reflection Entry 1 (individual submission)

2.5%, Due Friday Week 3, 11:55 pm

Note: The 2 reflection entries for this unit each contribute 2.5% to the final mark.

Learning Outcomes

This assignment targets the following learning outcomes:

1. Work effectively in collaborative teams;
2. Explain and reflect upon the purpose, operation, success and value of the developed project in writing and orally.
3. Write a report explaining the methodology, outlining their contributions and the contributions of others, and documenting the developed project from appropriate perspectives, for instance, that of a user, researcher or developer.

Specification and Deliverables

Students are required to submit a reflection entry relating to their work and learning experience during weeks 1-3. Focus on your personal and group transition from unit Part 1 (FIT3161/63) to Part 2 (FIT3162/64).

You may briefly list the topics discussed during the weekly sessions as a reference, however, such a listing should not be the main content of your reflections. Instead, the focus should be on personal reflection. How have you benefited from the activities? What was difficult or confusing? Were there any team issues? How did you solve the issues? What are ongoing problems? How does your learning apply to your project and going forward with the project?

The reflection entries are partial evidence of how each team member has contributed to the project.

Each week, perhaps straight after each team meeting, you should have individual reflections noted. These should be reflecting on both things that went well, and things that didn't turn out as nicely as you hoped. Before submitting reflections for assessment, look back over your weekly entries, and consolidate several weeks' events in a summary entry. For example, you may have noted several weeks where communication was an issue, and several attempts to resolve it might have been noted. At the end of the period, what are your summary conclusions about communication and your efforts to resolve any issues?

Your reflection should contain entries describing what has been accomplished through weeks 1-3. Entries must cover which tasks have been undertaken and, more importantly, include critical reflections (your thoughts) on the tasks undertaken and content covered during this period.

Instructions

1. All submissions must be in the form of a word/pdf document and saved as:

<<Student ID>>_ Reflection Entry 1.docx (or .pdf),

where <<Student ID>> is your Monash student ID.

2. Please upload your submission on the FIT3162-3164 Moodle site under the relevant “Reflection Entry #” submission link.

Late Submission

1. Submission must be made by the due date. Late submission penalties will be deducted according to Monash University policy. (See Moodle, “Additional information and resources” section).
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, apply for an extension prior to the due date. Extensions and individual alterations to the assessment regime will only be considered using the University Special Consideration Policy (See [Special Consideration website](#), and follow the procedure).

Marking criteria

Each reflection is scored 0-5 as follows:

0.0 No submission.

2.0 Incomplete reiteration of what was done and lacking thoughts on next steps to improve issues.

3.0 A useful reflection, but lacking some important detail.

4.0 A useful reflection, but lacking a minor detail.

5.0 A complete, thorough, and well articulated reflection on what was done and proposed next steps using appropriate project management and/or technical terminology.

[-1 marks for missing key info. or poorly presented information]

An example of a Reflection Entry

Below is an example of a weekly reflection entry. Note: Adjust the structure and content of your personal reflection to your particular project and activities.

Tasks Undertaken

Group meeting was before the workshop to discuss the Case Study, points were collated and uploaded to a Google Doc, then the group completed the study in the workshop. I had an attempt at Excel work for the week before the workshop, but it was difficult to understand, however it was clarified in the workshop.

Critical Reflections

There was a conflict between myself and a group member, however not serious, just a misunderstanding of the task set. We tackled this issue by explaining our different views to reveal the misunderstanding. Next time, we should be sure to do this right from the start. In the end the task was completed to a satisfactory level, but the other group member was still a little confused. I think we need to sit down one-on-one to make sure we are all on the same page during the next week. Also, I have a difficult time understanding business/project math, aka NPV, POI, and IRR.

However, the workshop was useful and I've a clearer understanding of the concepts after attending the workshop.

Assigned Roles/Tasks

Wrote a third of the case study and also was the editor. Other members of the group also contributed their thirds of the study and also did the referencing. We are all working well together, everyone is pulling their weight.

Accomplishments

Submitted Case Study 1 and got introduced to the selecting and managing project concepts theoretically and practically. Also, got a better understanding of the dynamic of the group and where to delegate and spend more time to ensure everyone is on the same page.

Next Week's Tasks/Reflections

Further study the project concepts and prepare for the quizzes. Have to get to know the team better over the coming days.

References and Guidelines on Reflection Writing

1. [The structure of reflective writing - Research & Learning Online](#)
2. [A complete guide to writing a reflective essay | Oxbridge Essays](#)
3. [Examples of Reflective Writing | UNSW Current Student](#)

Use of Generative AI tools in Projects and Assignments

See this assessment's Moodle module for the policy regarding use of GenAI in this unit.