# Instruction of Assessments

## **A1 - Project Plan**

***Status: In Progress***

*Due on: week 3*

*Weightage: 10%*

*Assignment type: Group*

*Word limit: 3500*

* Meet with industry supervisor asap and establish scope and produce project plan.
* Template is available but not mandatory.
* Most important aspect of project plan - ensure you agree on and document the deliverable(s). Be clear about it.
* Required components of the report: communication strategy, cost, risk, scope, team members roles/responsibilities and format of deliverables.
* Sign off from mentor and industry supervisor is required for project plan.

## **A2 – Project Plan Presentation**

***Status: Pending***

*Due on: week 4 (Slides on Monday and Presentation Tuesday-Friday)*

*Weightage: 15%*

*Assignment type: Individual*

* Presentation outlining key components of each section of project plan.
* Each members need to present and justify project plan individually.
* 8 min presentation + 2 min Q/A.

## **A3 - Final Deliverables**

***Status: Pending***

*Due on: week 12*

*Weightage: 40%*

*Assignment type: Group*

*Word limit: 8000*

* Show what is accomplished.
* Evaluates final deliverables as specified in project plan.
* Justification of methodologies employed - including critical decisions and justifications of stated facts.
* Justification should be linked to resulting benefits to organisation.
* Sign off is not required for final deliverables (req for project plan) other than in case of scope change.
* Change to scope must be formally documented and approved in a scope change request.
* Scope change request must clearly and concisely identify change made to scope (difference from original scope) and approval from industry supervisor, mentor and course coordinator.
* Should not exceed 8000 words (includes everything including intro, appendices, ref, graphic text etc).

## **A4 - Final Presentation**

***Status: Pending***

*Due on: week 13 (Slides on Monday and Presentation Tuesday-Friday)*

*Weightage: 15%*

*Assignment type: Group (5%) + Individual (10%)*

* Group presentation and interview but both group and individual performance will be assessed.
* 20 min presentation (Need to assign roughly same time for each member).
* Presentation should outline deliverables, including process undertaken to produce deliverables.
* Slides should be coherent. It should not look like 4 presentations merged into 1 but rather a single presentation (format/flow).

## **A5 - Mentor Evaluation**

***Status: In Progress***

*Due on: N/A (Evaluated Weekly)*

*Weightage: 20%*

*Assignment type: Individual Continuous Assessment*

* Mentor will assess individual performance based on 6 criteria every week.
* Team needs to outline individual contribution, plan for next week, etc and provide evidence to mentor every week.
* This will be marked at the end.

## **Important Notes:**

* Contribute equally to group activities, group deliverables, and act in a professional manner in order to pass the course.
* No project leadership allowed - Tasks should be divided in a manner that is effectively equal.