BCCE301 Project Approval CHECKLIST

- *Attach this document to the project proposal.*
- *STUDENT – write the page number(s) and paragraph numbers(s) in the provided box below to indicate where they were addressed in your project proposal.*
- *ACADEMIC SUPERVISOR: check it and give it, together with proposal to David Weir.*

STUDENT: Zilin Li

ACADEMIC SUPERVISOR: Amit Sarkar

		Proposal Contains:
pg_____ par_____	☐	Project Name.
pg_____ par_____	☐	A brief background on the company indicating the project's importance.
pg_____ par_____	☐	A short project scope on why the project exists and what it will accomplish.
pg_____ par_____	☐	Clear goal/s of the project. What it will achieve from the organisation's perspective.
pg_____ par_____	☐	Clear outcomes of the project, what are the deliverables for both industry and academic.
pg_____ par_____	☐	Explains the benefits of how the project outcome is of use to the industry.
pg_____ par_____	☐	Identifies benefit to the student's overall learning.
pg_____ par_____	☐	Identifies skills the student has and needs that make the project feasible.
pg_____ par_____	☐	Project hierarchy identifying the key people involved.
pg_____ par_____	☐	How reporting to key people will take place.
pg_____ par_____	☐	Identifies the dates and hours of the project and duration meets CE301 requirements
pg_____ par_____	☐	Identify and put in place processes for any needed relevant ethics clearances.
pg_____ par_____	☐	Identify and put in place processes for any needed relevant privacy concerns.
pg_____ par_____	☐	Required resources are identified and obtainable.
pg_____ par_____	☐	Identifies characteristics of project quality and how they will be managed.
pg_____ par_____	☐	Identifies relevant project risks and that the risks are manageable.
pg_____ par_____	☐	Identifies appropriate methodology that will be researched for the project.
pg_____ par_____	☐	A breakdown the project by steps or phases.
pg_____ par_____	☐	A table of time estimates for the project with burndown charts.
pg_____ par_____	☐	A list of references if needed.
pg_____ par_____	☐	The project is relevant to the field of study.
pg_____ par_____	☐	The project is generating solutions to unfamiliar and sometimes complex problems.
pg_____ par_____	☐	The project is in a professional/industry context.