

PRCO304 Induction

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1. Welcome ... to your final year

- Much more challenging content and workload

| | | | |
|------------------|----------------|----------------|----------------|
| Semester1 | Module1 | Module2 | Module3 |
| Semester2 | Module4 | PRCO304 | |

- Consider modules that relate to your project (?)
- Last date for withdrawal from Semester 1 modules is 30 September
- Attendance monitoring
- Overseas students on Tier4 visas

2. Project formalities

- 40 credits, final stage, semester 2 module
 - 400 hours of your time
 - $400/13 \approx 30$ hours per week *average!*
- Deadlines will be formally posted in the Project Guidelines (on the DLE) and on the SPMS

Schedule

- Proposal no deadline, but suggest by 9 November
- Supervisor allocation starts 9 November
- Project officially starts Mon. 30 January
- PID by Thu. 2 February
 - *You'll want to do it much earlier –by Xmas*
- Highlight reports: weekly between 6 Feb & Easter break
- Draft report: by 5 May
- Final report (etc.) Mon. 22 May
- Demonstration 23 May – 2 June

Other submissions/deliverables

- Of course during the course of your project you'll deliver other products to your supervisor – to upload such documents to the SPMS you can use the “Miscellaneous Deliverables” option

Make sure you keep providing your supervisor with interim products and information about the predicted form of the eventual solution/system ... via Misc. Deliverables and via supervisor meetings ... and make sure you get feedback

Module Aims

- To enable the student to undertake an *individual project* on an approved topic of interest, that addresses a *significant* computing related problem relevant to the *programme of study*
- To provide an opportunity for the student to *integrate* many of the threads of their *programme of study*

Module Learning Outcomes

- Demonstrate an *investigative component* to the project showing *consolidation and development* of knowledge and understanding relevant to their *programme of study*.
- Produce an approved *deliverable* appropriate to the programme of study that addresses a significant computing related problem.
- *Manage the project* effectively by demonstrating the application of project management skills.

Module Learning Outcomes

- Identify and take due consideration of the *legal, social, ethical and professional* issues that are appropriate to the project.
- *Communicate* effectively all aspects of the project deliverables including the theoretical and methodological framework.

Detailed assessment criteria

... will be posted in the Guidelines folder:

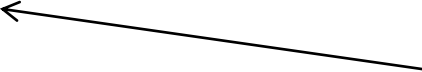
- Background and aims
- Approach
- Outcome
- V&V
- Critical appraisal
- Project management
- Communication
- Legal, ethical, social & professional

You **must** read these to understand how you are going to be assessed

Detailed assessment criteria

... will be posted in the Guidelines folder:

- Background and aims
- Approach
- Outcome
- V&V
- Critical appraisal
- Project management
- Communication
- Legal, ethical, social & professional



**Approx. 70% of the marks
come from the Outcome:
“Did you meet your
objectives and deliver
planned products?”**

Project constraints

- **This is an individual project**
- **Group projects are not allowed**
- **Multiple students cannot take the same project**
- **Projects that are dependent upon the work of other students are not allowed**
- **Dissertations are not allowed**

DLE: main folders

- ProposalPID: Information to get you started
- Guidelines: The main project guidelines and other guides
- FinalReportDemo: Information on the final deliverables

You need to read the documentation!
Your supervisor will check that you have

3. Getting started

- You need to think of an idea for your project and write it down in a “proposal”
- Info about the proposal in the ProposalPID folder
 - See “Writing your proposal”
- See also information about previous projects
- The SPMS repository also contains examples of previous project reports
- *If in doubt about a potential idea, please discuss with your programme manager*

Staff proposed projects

- Staff may suggest outline projects (which you would need to flesh out considerably to make a full proposal)
- Details to follow on the SPMS

Scope should not be too thin

- It is important that your proposed project is not too thin
- Examples of projects that are too thin:
 - Static web sites
 - Stand-alone databases (particularly MS Access)
 - Projects that you could have done in previous years of study

Scope: be ambitious, but cautious

- Be ambitious, but ...
- Ensure that the project can be divided into
 - a core
 - which you are confident of delivering
 - which is in some sense a self-contained whole ... and that would be worth deploying ... core features
 - additional desirable/challenging elements that you'll undertake if you have time

Scope should be broad

- For software development projects ... which covers most of you ... bring into play as many of the differing elements of real projects as possible
 - requirements (elicitation, analysis, validation), design, testing, quality, security, project management, user evaluation, usability, HCI, ...
 - ... an engineered/methodical approach
 - You can gain credit for all of these aspects
 - Markers have a tendency NOT to be impressed by lots of “more of the same”

Projects for a real client

- Welcomed! A real client can drive up quality and bring a lifelike feel to the project
- Don't become overly dependent upon client
- Remember: it's an individual project
 - Group projects are not allowed; multiple students cannot take the same project; ... etc

| Semester1 | Module1 | Module2 | Module3 |
|-----------|---------|---------|---------|
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For now ...

- Sort out your project idea and write it up as a proposal
- Aim to be ready to submit by 9 November
- We'll allocate supervisors (from 9 November onwards) based upon your proposal
- As soon as your supervisor is allocated, seek out feedback on your proposal, and then start to write your PID

PID

- The PID is a fuller description of your project
 - details posted in the ProposalPID folder
- Your supervisor's approval of your PID is our formal approval of your project
- Ensure that subsequent changes to your project are agreed with your supervisor and documented clearly

Don't wait for the submission deadline in order to submit your PID ... get on with it ASAP

Make a good start

- The project requires a very large amount of work: If you get behind, you'll find it *really* difficult to catch up

Sort out the proposal over the next 6 weeks and aim to get your PID approved by Xmas

4. Highlight reports

- You'll submit a Highlight report in **each week** from 6 February until the Easter break
 - This should take you perhaps 10-15 minutes
- You should meet with your supervisor **each week** from 30 Jan until the Easter break
 - A meeting might last 15 minutes on average
 - You'll produce brief meeting notes
 - Discussion can cover the most recent Highlight (and supervisor approval there-of) & any other recent deliverables, together with plans for the next week
- After Easter - at your discretion

5. Final deliverables

- A final report (+ disk)
 - + electronic copy of report
 - A demonstration
 - *It is your responsibility to organise the demo*
 - *We expect you to have organised this by 28th April*
 - Poster (electronic copy)
 - Project products
- ... to be described in the FinalReportDemo folder

But ...

- Write up as you go along: Keep a record of *the process* that you've gone through ... else you'll forget the details. Keep a diary
- You'll get credit for the process – but the process isn't visible unless you tell us about it
- Submit a draft of your report ... we'll peruse and provide feedback
 - *Staff will not read these in detail ... but it is a worthwhile exercise and may bring to light problems or issues*

But ...

- Keep providing your supervisor with interim products and information about the predicted form of the eventual solution/system
 - via Misc. Deliverables and supervisor meetings: make sure you get feedback
 - Make sure that you end up with a demonstratable/deployable product – which meets its core requirements

6. Your responsibilities

- The project ... it's your project
- Being proactive; Solving practical problems; Submitting deliverables; Arranging the demonstration; Raising problems promptly;
- ***Putting in the hours*** ... keep a diary
- Arranging appropriate supervisory meetings
- You should meet with your supervisor **each week** from 30 Jan until the Easter break

Make sure that you keep in proper contact with your supervisor

Your supervisor's responsibilities

- Approve deliverables
- Monitor progress and provide guidance
- Provide feedback ... to formal submissions and other deliverables
- Assess your project (together with your 2nd marker)
 - 2nd marker allocation will appear on SPMS in due course
- Providing technical assistance is NOT one of their responsibilities

7. The project showcase

- An opportunity to show off your project to fellow students (particularly next year's project students) & potential employers
- See DLE for info about previous showcases
 - May give you some project ideas
- Details to follow

8. Withdrawal/deferral

- If you are considering withdrawing/deferring, discuss promptly with your supervisor
- If you withdraw after the “final date for withdrawal”: 3 February, then you will be considered to have attempted the module
- Consult with the Faculty Office regarding fee issues
- Students on Tier4 visas: there are problems with deferral ... see the Project Guidelines

Failure

- Every year one or two students get it into their heads that they have blown it
 - ... and give up
- **DO NOT** do this ... seek advice from your supervisor and/or the module leader and/or your personal tutor

9. Accessibility

- If you have any accessibility requirements, please discuss these with your supervisor and/or module leader

Finally

- We have another project meeting:
Weds. 11th January, 9am in Sherwell Upper
- Direct entrants (who were not studying at this University last year) ... please stay behind for 5 minutes