

PRCO304 Overview

Contents

1. A warning
2. Formalities
3. Assessment criteria
4. Project execution
5. Final report
6. Demonstration
7. The project showcase
8. Withdrawal/deferral
9. Accessibility
10. Further advice

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1. A warning

- The advice that we give you is based upon many years of experience ... and is intended to help you pass your project
- Students who fail to follow this advice often fail to pass their project
 - and indeed they usually never complete their project
- **PLEASE** read the documentation and follow the advice provided

2. Project formalities

- Deadlines are formally posted in the Project Guidelines (on the DLE) and on the SPMS
- 40 credits = 400 hours of your time
 - $400/13 > 30$ hours per week *average!*
- We'll be requiring a **very significant** amount of work from you **each and every week**

Schedule

- Project officially starts Mon. 30 Jan
- PID Thurs. 2 Feb
- Highlight reports: weekly between 6 Feb & Easter break
- Draft report: 5 May
- Final report & other final deliverables Mon. 22 May
- Demonstration 23 May – 2 June

Currently ...

No further progress on PRCO304 expected now until Semester1 assessments are completed, but after that:

- If you've not submitted a proposal, then *this is now urgent: **contact me if you need help***
- Once you've submitted a proposal, then you'll be allocated a supervisor (see SPMS for details)
 - Seek further advice on PRCO304 issues from your supervisor in the first instance

Currently ...

Documents to study now

- Project Guidelines in the DLE Guidelines folder
- Assessment criteria in the DLE Guidelines folder
- Writing your PID in the DLE ProposalPID folder

Project Scope is important ... suggest that you structure in terms of core and optional deliverables

After submitting your proposal

- Discuss any resource issues with your supervisor as a matter of urgency
- Get feedback from your supervisor on your proposal
- Draft a PID and get feedback from your supervisor
- Submit PID via the SPMS (PID submission option)
 - *Supervisor will approve/reject*

Aim to meet your supervisor at least once during this process

Project constraints


- **This is an individual project**
- **Group projects are not allowed**
- **Multiple students cannot take the same project**
- **Dissertations are not allowed**

3. Project assessment

Minimal requirements

- If you fail to give a demonstration of your project ***you'll be given a module mark of zero***
- Students who fail to produce a Final Report whose main body exceeds 5000 words and which satisfies minimal quality criteria will *receive a module mark of at most 38%*
 - Get feedback from your supervisor on a draft report

Detailed assessment criteria

- Background and aims
- Approach
- Outcome 
- Verification & validation
- Legal, ethical, social & professional issues
- Project management
- Reflection
- Communication

The bulk of the marks come from the Outcome

You **must** read these now to understand how you are going to be assessed ... and to make sure your project - as defined in the PID - addresses these issues

Assessment

- For each category, pass-fail criteria are provided
 - required to gain a mark $\geq 40\%$
- A mark $\geq 60\%$ is awarded for a category only if its assessment criteria were met and the quality of work undertaken would have been regarded as satisfactory had it been undertaken in a professional environment
 - “satisfactory” does not mean perfect

Assessment

- A mark $\geq 80\%$ is awarded for a category only if the work undertaken within that category is outstanding: it should significantly exceed the above criteria (required to gain 60%) with respect to one or more clearly identifiable characteristics
 - E.g., product features, product quality, process quality ... there is no set list: discuss with your supervisor

Second markers

- Will be visible via the SPMS
- ... are being allocated as we speak
- Ignore the allocation for now ... it may well change

4. Project execution

- You'll submit a Highlight Report in **each week** from 6 February until the Easter break
 - After Easter - at your discretion
 - This should take you perhaps 10-15 minutes
 - Template in Guidelines folder

Highlight Report contents

- Review of work undertaken (and comparison with work planned) since the last Highlight, including details of any products
- Identification of any issues that have arisen since the last Highlight, and any previous issues that are still unresolved
- Brief plan of work for the next week (derived from the current Stage Plan)
- Notes from supervisory meeting(s) held since the last Highlight (including meeting date(s))
- In the case when a Stage has completed since the last Highlight, a brief review of whether the Stage's objectives, deliverables and timescales were met (or not)

Supervisory meetings

- You should meet with your supervisor **each week** from 30 Jan. until the Easter break
 - After Easter at your discretion – see Project Guidelines
 - Set up a regular time *before* the start of Semester 2
 - A meeting might last 15 minutes *on average*
 - Discussion should cover the most recent Highlight (*and supervisor approval there-of*), any other recent deliverables, and plan for next week
 - Meeting notes to be incorporated into next Highlight

Highlight submission

- Of course there *has to be* a uniform formal submission deadline for each Highlight ... **but** **(instead) you should:**

Submit your weekly Highlight Report the day before your weekly supervisory meeting

Missing a Highlight or a meeting

- See the notes in the Project Guidelines
- In the case of a single omission, don't worry
- Beyond that, discuss with your supervisor

5. Final report

- Submission details in the Project Guidelines
- 11 000 words maximum
 - Reference list/bibliography/appendices excluded from word count; **everything else** is included!
- 2 hard copies via the Faculty Office (+ disk)
- Electronic copy via the SPMS ... *confidentiality*
- Appendices
- See FinalReportDemo folder for suggested contents ...
 - but do discuss with your supervisor

But ...

- Write up as you go along ...
- Keep a record of *the process* that you've gone through ... else you'll forget the details
 - You'll get credit for the process – but the process isn't visible unless you tell us about it.
- Keep a Diary ... see Guidelines folder

Draft submission

- Submit a draft of your report ... we'll peruse and provide feedback ...
 - By 5 May
 - Staff will not read these in detail ... but ...
 - Staff **will not** look at multiple drafts
- Submit draft ToC in advance of draft report
 - By 24 April

Also ...

- Make sure you keep providing your supervisor with interim products and information about the predicted form of the eventual solution/system
 - ... and make sure you get feedback!!
 - *SPMS has “Miscellaneous Deliverables” submission option*
- Make sure you end up with a demonstratable/deployable product – which meets its core requirements

6. The demonstration

- 55 minutes with your supervisor and 2nd marker
 - 2nd marker allocation will appear on the SPMS in due course
- Demos will normally take place between 23 May and 2 June
- It is your responsibility to organise the demo: you should do this by 28 April
- **No demo → module mark = 0!!**
- More details in the DLE FinalReportDemo folder

7. The project showcase

- An opportunity to show off your project to fellow students (particularly next year's project students), staff (including your markers) & potential employers, and to get feedback ahead of your demo
- See DLE for info about previous showcases
- Posters: ...
- **Details TBA**

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

9. Accessibility

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

10. Further advice

- Seek further advice on PRCO304 issues from your supervisor in the first instance

Questions?