

**Academy 2023**

**Project Guide**

## **Contents**

[1. Project Completion Guide 3](#_Toc105771374)

[2. Key Dates & Deadlines 4](#_Toc105771375)

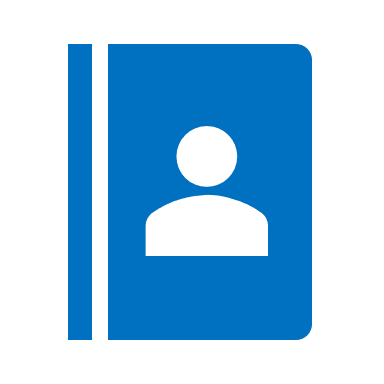
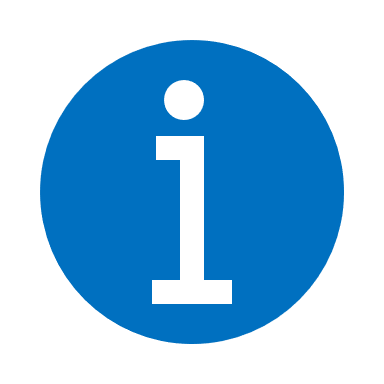
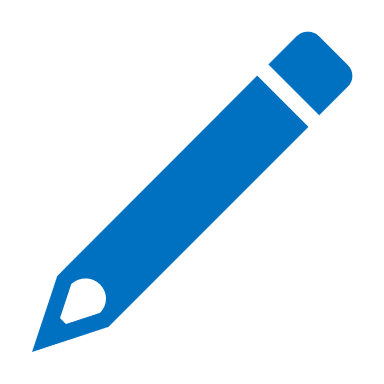
[3. Project Proposal 5](#_Toc105771376)

[4. Approval Status & Change Log 5](#_Toc105771377)

[5. Your Review & Evaluation 8](#_Toc105771378)

[6. Project Marking Criteria 6](#_Toc105771379)

[7. Your Feedback 9](#_Toc105771380)



Your project supervisor and main point of contact:

**Jared.S**

Pages with this icon contain information to help you complete your project or are completed by your project supervisor and shouldn’t be edited.

Pages with this icon are there for you to complete as part of your project. If you are unsure of how to complete any part, contact your project supervisor.

**Note: It is recommended that you read through all of this guide before making a start so you can familiarise yourself with the process. Anything highlighted yellow on a page with a pencil icon requires you to complete it.**

# Information with solid fill Project Completion Guide

# Information with solid fill Key Dates & Deadlines

# Information with solid fill Project Proposal

Complete the project proposal template in your student folder. If you are unsure about how to fill out any of the sections, contact your project supervisor.

**After you have completed the project proposal, message your project supervisor. Your project will then be reviewed for approval. Do not start working on your project until you have been notified it is approved.**

# Change Log

**Your project supervisor will complete this section.**

|  |  |  |  |
| --- | --- | --- | --- |
| Approval Details | | | |
| **4.1 Approval History** | Date | Status | Details |
|  |  |  |
| **4.2 Proposal History** | Date | Version # | Details |
|  | 1 | First version |

# Information with solid fill Project Marking Criteria

**This section is for guidance. It explains what criteria your project will be marked against. Message your project supervisor if any part is unclear.**

* Your project is marked against a set list of criteria. These criteria are split into two categories – ‘key’ and ‘quality’ criteria.
* Each criterion in these two categories is given a red, amber or green mark. These are combined and give an overall mark for that category.
* The two category marks are then combined to give an overall project mark.
* To achieve a higher mark, aim to meet the statement in the ‘green’ box for each of the criteria.
* In order to reference your work on a project in your PDJ and to be considered for a presentation slot (if you have indicated this in your proposal), you need to have a ‘valid’ project.
* **Your project is marked as being valid if it meets these requirements:**
  + You achieve at least an amber or green mark in all three key criteria.
  + You achieve no more than one red mark in all three quality criteria.
  + Your overall project mark is an amber or green.

**Key Criteria**

1. **Deliverables Submitted**

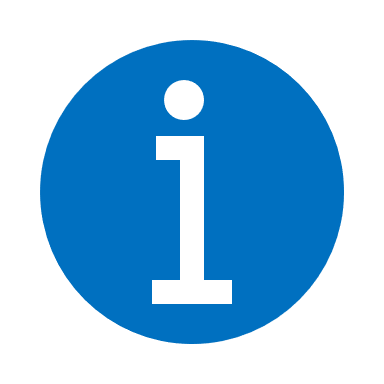
This compares the files and evidence that you have submitted against what you stated you would submit in section 3.4.

1. **Project Completeness**

This compares the work you have completed in your evidence against the points you stated you would meet in your project description in section 3.3. For example, if you have ten points in your description and manage to achieve seven, this will give a completion of 70%. Where there is not a whole number, it will be rounded up.

1. **Technical Accuracy**

Where relevant in your evidence, this is a check to see how accurate the statements/figures/references you have provided are.

**Quality Criteria**

1. **Quality of Deliverables**

This evaluates your evidence for how engaging it is to a reader or audience, the formatting of documents/code for readability, spelling and grammar, references (if applicable, but not mandatory) and use of images/diagrams where appropriate.

1. **Project Management & Communication Skills**

This is a measure of how you have handled your project experience in addition to the work you have produced. It will consist of the level of detail in your project proposal, meeting deadlines as shown in section two and how you interact with your project supervisor (note, this does not necessarily mean you have to contact your supervisor frequently, but for situations like asking for approval or notifying you are finished, you should make sure you do so).

1. **Project Review & Evaluation**

A strong review and evaluation are key for any project. This checks how detailed you were in this section and where you identified what went well and where next steps are. Importantly, if you didn’t manage to complete anything for whatever reason (time constraints, gaps in knowledge, technical issues, etc.) you should talk about this here as this affects this mark and the project completeness mark above.

**Review section 7 to see a further breakdown of these criteria and the specific points that they will be looking for.**

# Pencil with solid fill Review & Evaluation

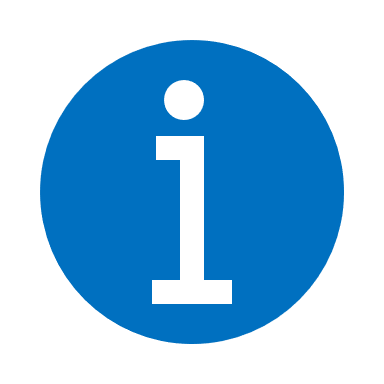
|  |  |
| --- | --- |
| Project Review & Evaluation | |
| **6.1 What went well with your project** |  |
| **6.2 What didn’t go to plan?** |  |
| **6.3 Is there any part of your project proposal (especially section 3.3) that you couldn’t meet?**  Explain what couldn’t be achieved and provide detail on why not, referencing how you would manage this next time (whether that’s allocating time differently, reviewing workload in your proposal, seeking support, etc.). |  |
| **6.4 Would you do anything differently next time?** |  |
| **6.5 Has this project helped you build your project management experience and skills?**  If you feel it hasn’t, this is a perfectly acceptable answer but please explain why. |  |

# Information with solid fill Feedback

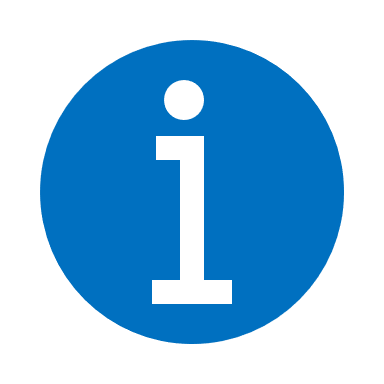
**Your project supervisor will complete this section. Once you have submitted your project, it will be marked. When you are notified that your project has been marked, you can find your feedback here.**

|  |  |
| --- | --- |
| **7.1 Deliverables Submitted** | |
| All deliverables submitted and completed/very nearly completed |  |
| Deliverable(s) missing and/or significantly incomplete.  Identified and addressed in review and evaluation (section 6) |  |
| Deliverable(s) missing and/or significantly incomplete.  Not identified or addressed in review and evaluation (section 6) |  |
| No Evidence Submitted  (Including corrupted files that are unreadable/special files that don’t have instructions on how to open/run) |  |
| **7.2 Project Completeness** | |
| Matches project description  (>=70% points met **OR** >=60% outline points met with highly detailed review and evaluation in section 6 explaining challenges encountered) |  |
| Somewhat matches project description  (<70% but >=30% met) |  |
| Does not match project outline  (<30% outline points met) |  |
| **7.3 Technical Accuracy** | |
| Completely or very nearly accurate throughout all evidence provided |  |
| Some inaccuracies in some areas of the evidence but still accurate overall |  |
| Major inaccuracies in the evidence provided that makes much of the project inaccurate |  |

|  |  |
| --- | --- |
| **7.4 Overall Key Criteria Mark** | |
| Notes: This mark is capped by the lowest mark achieved in the above criteria. **This mark has a larger weighting when used in the final project mark.** |  |



|  |  |
| --- | --- |
| **7.5 Quality of Deliverables** | |
| Evidence produced is highly engaging and the formatting makes it easy to read. There are no/only minor spelling and grammatical errors. References are present where applicable and there are images and diagrams present where appropriate that make understanding the work produced easy.  Code (if present) follows best practice for variable names, indentation, comments, etc. |  |
| Evidence produced is mostly engaging. There are some formatting errors that make following the evidence slightly harder. There are some minor spelling and grammatical errors. References are sometimes present where applicable and there are some images and diagrams present where appropriate.  Code (if present) follows some best practice for variable names, indentation, comments, etc. |  |
| Evidence produced is difficult to follow. There are some major formatting errors that make following the evidence hard. There are major spelling and grammatical errors. References are not present where applicable and there are no images and diagrams present.  Code (if present) follows little to no best practice for variable names, indentation, comments, etc. |  |
| **7.6 Project Management & Communication Skills** | |
| Good evidence of an organised project completion period. Project proposal is detailed, and all deadlines have been met on time. Good contact with project supervisor to make aware of progress during project. |  |
| Some evidence of an organised project completion period. Project has an adequate level of detail and all deadlines have been met on time. Some contact with project supervisor. |  |
| Limited or no evidence of an organised project completion period. Project proposal is limited in detail. One or more deadlines have been missed. Limited or no contact with project supervisor to make aware of progress during project. |  |
| **7.7 Project Review & Evaluation** | |
| Detailed review and evaluation section that reflects thoroughly on what was successful, what can be changed next time and any areas of the project that weren’t able to be completed. |  |
| Somewhat detailed review and evaluation section that reflects on parts of what was successful, what can be changed next time and any areas of the project that weren’t able to be completed. |  |
| Limited or no review and evaluation section. |  |



|  |  |
| --- | --- |
| **7.8 Overall Quality Criteria Mark** | |
| Notes: Two or more reds results in an overall red. Where there is no clear average, the average will favour the higher mark. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7.9 Final Project Mark** | | Overall Key Criteria Mark | | |
| Green | Amber | Red |
| Overall Quality Criteria Mark | Green |  |  |  |
| Amber |  |  |  |
| Red |  |  |  |

**Project is: Completed to required standard / Not completed to required standard**

**Further feedback:**

Remember: In order to reference your work on a project in your PDJ and to be considered for a presentation slot (if you have indicated this in your proposal), you need to have a ‘valid’ project.

If you disagree with the outcome of this marking, please contact your project supervisor or another Tech.F for it to be marked again by another member of staff.



Thank you!

We hope that completing a project has made your academy experience even better.

We’re constantly trying to improve projects on the academy and would really appreciate if you could leave some feedback when you’ve completed your project – it should only take two minutes.

It’s anonymous and won’t be shared with anyone other than academy staff members.

Feedback Form:

https://forms.microsoft.com/e/QFQvNKxj70

