**Project Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**System Engineering Assignment – Marking Guide**

***Project Charter***  /10

***Meeting Agenda*** /5

***Letter of Transmittal Document*** /10

***Preliminary Investigation Document***

Preamble /10

* Introduction
* Purpose of Project
* Audience

Project Scope, Constraints and Recommendations /10

Technical Report Format and Contents /10

* Title Page
* Table of Contents
* Contact Information
* Page Numbering

Gantt charts ***(Project Advisor marks this)*** /15

***Project Worksheet, Individual Worksheets, Assignment Rough Work (Project Advisor marks this)*** /15

***Project Group Documentation Standards Document*** /10

***Meeting Minutes*** /5

Total Marks /100

-Reductions /100

Normalized Mark (5%) /5