# Assessed Progress Review and Oral Presentation

This year a number of enhancements have been made to Component A. These have been brought in to ensure consistency, to make the experience more valuable for you and to accommodate the high staff/student workload driven by the pandemic. An important purpose of the Progress Review is to keep you on track and provide you with feedback that can help provide a productive finish to your project (and Final Report). The key changes to the process are as follows:

1. A PowerPoint presentation is to be delivered by you at the beginning of the session (no more than 15 minutes long).
2. You are not required to produce a poster.
3. Only the supervisor and student will be present for the Progress Review.
4. The sessions will take place virtually on Blackboard Collaborate. They will be recorded for moderation purposes.

# The Progress Reviews

The Progress Reviews will take place normally in the last two weeks of March (15th to 26th March) with the specific day/time to be agreed between you and your supervisor. These weeks are suggested because they precede the Easter holidays giving you plenty of time to focus on the Final Report. There may be instances where you have to arrange your Progress Review on a date outside the recommended period, however please aim for a day well in advance of the Final Report submission date (29th April). This ensures that you have enough time to take on board any constructive comments and apply them to the final weeks of your project.

The following is the recommended running structure of the Progress Review:

1. Student delivers a PowerPoint presentation (10-15 mins long)
2. Supervisor clarifies any points resulting from the presentation
3. Supervisor asks the 3 set questions
4. Student asks for guidance/pointers to feedforward into their report

# The Oral Presentation

At the beginning of the Progress Review you will deliver a PowerPoint presentation designed to answer the following questions; WHY did you do the project, HOW did you do the project, WHAT did you find/learn?

The Power Point will be broken into the following components; Title Slide (1 slide), Background/introduction (1 slide), Methods (up to 2 slides), Results (up to 2 slides), Evaluation (1 slide). A presentation will therefore be somewhere between 5 and 7 slides. Details of what to include on the slides can be found in the accompanying document (called ‘Presentation Slides’). It’s important that you do not overfill your slides; try and stick to bullet points and images.

As with all assessments look at the marking scheme to make sure you are covering the right points.

# Progress Review questions

Following the presentation, there may be some follow-up questions concerning the presentation and then the supervisor will ask three set questions:

1. **How does your project relate to your professionalism as an engineer?**
2. **How well do you think you have managed your project?**
3. **What engineering challenges have you encountered during your project and how have you overcome them?**

When thinking about these questions you should consider the following points.

**Set Question 1. How does your project relate to your professionalism as an engineer?**

To answer this question consider some of the following (try and address UK-Spec, Ethics and Sustainability):

* Consider your project’s relevance to UK-SPEC competencies (remember to use the matrix at the back of your logbook to record these).
* On what aspect(s) of UK-SPEC is your project most strongly focused?
* Were there any ethical issues arising around the project - NOT just human/animal related?
* How do you relate ethics to professionalism in Engineering?
* Did you consider sustainability when planning your project i.e. in terms of the resources used?
* Have you considered sustainability on the broader scale of your chosen topic but beyond your project?
* Could you have approached your experiments in a different way to minimise the environmental impact?

**Set Question 2. How well do you think you have managed your project?**

To answer this question, consider some of the following points:

* How did you make use of your logbook?
* What tools have you used (e.g. Gantt chart, software etc.)
* How did you manage competing deadlines?
* What contingencies have you built into the project considering the uncertain times (pandemic)?
* Did you have to adapt original plans?

**Set Question 3. What engineering challenges have you encountered during your project and how have you overcome them?**

To answer this question, consider some of the following skills that you may have had to employ:

* Problem solving
* Communication
* Organisation
* Technical

# How should you prepare for the Progress Review?

In the long term make sure you see your supervisor as regularly as is convenient for you both. It is recommended (and repeated in the guidance) that you continuously update your logbook. It could be invaluable should you want to emphasise a particular moment in the project. In the build up to the Progress Review keep in mind the following:

* Start preparing your presentation slides in advance (e.g. if you already know your methods why not prepare the slide in advance).
* Familiarise yourself with the UK SPEC section (of the logbook). Identify what competencies are relevant to your project.
* Think about what is going well and what isn’t going so well in your project journey (e.g. how has the Gantt chart changed, were there any pivotal moments etc).
* Think about the pandemic and any contingencies you introduced.
* Prepare questions to ask in the Progress Review. These could help you: understand data/results, plan your final project activities (if any), shape conclusions, appreciate where your work fits in with the current research in the field etc. If you use this opportunity wisely it could benefit you as you write the final report and help towards getting a better mark.
* Get started on your final report (even if you still have other project work to do). Planning the final report will identify what is missing or needs attention and awareness of this before the Progress Review will help you in discussion.

# Marks for the Progress Review and Oral Presentation

The Progress Review and accompanying Oral Presentation make up all the marks for Component A. Component A contributes 25% towards the overall module mark. Component B is the Interim Proposal and Final Report (making up the other 75%)