

MP Milestones for Apr23-1M23xxx

ID	Due Date/Duration		Task Descriptions	Action By / Submission To
	Week No.	Date		
1	latest -1	before 10 Apr	Pre-MP Briefing	Student/ Manager(Project)
2	0	10 Apr-16 Apr	Individual Pre-MP Assignment	Student/Supervisor
3	0	16 Apr	Students complete the 2 MLCs (5%) as part of the Individual Pre-MP Assignment	Student
4	1	19 Apr	Workcell Allocation to MP students at MP Lab	Student/Supervisor
5	1	19 Apr	Student begins work on their project	Student
6	1	19 Apr	Loaning of Equipment	Student/Technical Support
7	0 to 2	10-28 Apr	Individual Pre-MP Assignment Assessment (10%) Occupational Safety MLC (2.5%), 6S Lean Workplace MLC (2.5%), Group Gantt Chart to be embedded in Project Contract (2.5%), Group Project Contract (2.5%)	Student/Supervisor
8	1 to 2	17-28 Apr	Manager(Project) conducts compulsory Risk Assessment (RA) training and Students perform RA & signed by Supervisor	Student/Supervisor/ Manager(Project)
9	2	28-Apr	Students start to upload MP Fortnightly Project Form (Individual) in LMS on alternate FRI. The project forms will be assessed by the supervisor at the end of the semester.	Student/Supervisor
10	1 to 3	17 Apr-5 May	Students register and attend relevant MP Preparatory Courses in consultation with	Student/Supervisor
11	4	10 & 12 May	Flexweek - Students continue doing MP during Flexweek.	Student/Supervisor
12	8 to 10	5-23 Jun	Term Break (no MP) But students with slow MP progress to catch-up during term break. Those students with no term test will continue with MP during term test week.	Student/Supervisor
13	8 to 11	5-30 Jun	Individual Mid Term Assessment (10%) CC and Manager(Project) to monitor MP quality and progress	Student/Supervisor/ Manager(Project)/CC
14	14	17-21 Jul	Flexweek - Students continue doing MP during Flexweek.	Student/Supervisor
15	15	24-28 Jul	Special break to support Worldskills ASEAN (No MP) But students with slow MP progress to catch-up during the break.	All
16	15	28 Jul	Students submit draft of MP Group Report (WORD) & Poster (PPT) to Supervisor for	Student/Supervisor
17	16	31 Jul-3 Aug	Complete Student MP survey by 3 Aug (Compulsory)	Student/Admin Team
18	16	4 Aug	Submit Final MP Group Report and Poster for Assessment. Student to include Student Survey completion evidence in 1st page of Project Report.	Student/Supervisor
19	18	16 & 18 Aug	Project Judging (35%) Group Presentation But Individual Assessment.	Student/MP Judge
20	-	Jan 2024	Temsek Polytechnic Engineering Tech Show	All