Guidelines on Proposal and Risk Assessment Report

The proposal and risk assessment report is due by the Friday of Week 5.

For group project, each group member **must** write and submit their own individual Proposal and Risk Assessment Report, focusing on their part of the work. A combined group report will not be accepted.

This report should be concise with the objectives and the expected outcomes being clearly stated in the report. Use the template given on the unit's Blackboard site.

This report must be

- no more than 10 pages, counting from the cover page to the end of the references (does not include the risk assessment matrix attachment or any other attachments),
- typed in A4 pages in a single column with 1.5 line spacing, 4 cm left margin and 2 cm top, bottom and right margins, and
- typed in a clear font of readable size.

The report must include the following elements:

- Cover Page, which includes
  - Unit Code and Title
  - The heading "Proposal and Risk Assessment Report"
  - Project Title, Student Name and Student Number
  - Date
  - Supervisor Name at the bottom of the page

  Note: Adhere to the template. Do not modify the format. Do not add pictures or borders to the cover page.

- Page number in all pages except for the front cover page, as set up in the template (do not modify).
- Abstract that is no more than 100 words in length. It should provide a clear and concise summary of the project proposal for a busy reader.
- Introduction, which includes
  - Motivation

    Provide the reason for undertaking this project and explain why this project is important. Provide sufficient background information and describe the current state of the art.
  - Objectives

    Define the objectives of this project. Identify the scope and the assumption. State the requirements (e.g. customer requirements, product requirements, system requirements, algorithm requirements, etc.)
  - Significance

Describe the significance or the expected benefits of this project. Explain how the objectives will advance the current state of the art.

- Proposed Approach
  Break the project into a set of specific tasks. Propose an appropriate and innovative approach to carry out each of these tasks. These tasks will vary depending on the nature of the project. For literature review tasks, identify the databases and bodies of literature that will drive the review. For theoretical tasks, identify the approach that will be developed. For modelling tasks, identify the computing resources that will be used, or the platform for the development of any new software. For experimental tasks, describe the equipment and specific techniques that will be employed. For design tasks, identify the tools that will be required. Also, ascertain the availability and accessibility of experimental equipment, computing resources, work space, and so on. Obviously, some of the above tasks may not be applicable to you, so adapt according to the nature of your project.
- Timeline
  Provide a clear description of a well thought out project timeline. The use of graphs is highly recommended. Determine whether or not the proposed timeline is realistic. Identify and discuss all items on the critical path. Note that this timeline covers the entire project in both semesters. Do not simply supply a chart without any discussion in the body of the report. The timeline chart can be presented in a landscape orientation and placed at the end of the report as an attachment if this improves readability.
- Risk Assessment
  Provide a thorough assessment of the likely risks associated with the project; including the Occupational, Safety and Health risks. State the plausibility of each risk. Provide risk management strategies to eliminate or mitigate the risks discussed. Also, determine whether or not the proposed risk management strategies are plausible and reasonable. Ensure the Risk Assessment Matrix in Attachment 1 is completed, and the discussion of your risk assessment findings is placed in the body of the report. See below for further information on risk assessment.
- Progress to Date
  Summarise any results obtained to date if you have already made substantial progress by the time of writing the project proposal. Although no marks will be awarded directly on this section, information presented here will be treated as additional supporting evidence for statements made in other sections.
- Conclusion
  Provide a brief conclusion here.
- References
  Adequate and relevant references should be provided with complete details and in a consistent and correct format. Ensure all references are cited properly in text. This is not just a list of reading material; all references must have in-text citation.

Do not include any other attachments or appendices, unless you are instructed to do so by your supervisor.

Every figure/table must have a caption.

A table of contents is unnecessary for this report. List of figures and list of tables are also unnecessary.

You must use formal English when writing your report. Spoken English, slang, informal abbreviations and first person pronouns are to be avoided.

Proofread your report again and again. It should be of a professional quality and free from any typographical, grammatical and formatting errors.

Please submit your report online via the unit's Blackboard site as one (1) PDF file using the following filename format: <Unit Code> JO <YYS> Proposal by <LAST> <First>.pdf

<Unit Code> is either ENS4152 or ENS6126

<YYS> is a three digit number made up of the current year in two digit format, followed by 1 for Semester 1 or 2 for Semester 2

<LAST> is your last/family name in all uppercase letters

<First> is your first/given name

For example, ENS4152 student Mr John CITIZEN in Semester 1, 2015 would have the filename: ENS4152 JO 151 Proposal by CITIZEN John.pdf

Ensure your file format is PDF and one file only.

Maximum file size: 20 MB

All reports will go through Turnitin.

Late penalty applies in accordance to the standard ECU Late Assignments policy.

No extension will be granted.

Multiple submissions to Turnitin are allowed as long as it is before the due date. Any new submission you make will overwrite the previous one. Your last submission by due date will be taken as the final and the only version for assessment. Please take care when submitting your work. The system will not allow you to re-submit after the due date.

Risk Assessment

The following information is adapted from the ECU Activity Risk Register document.

Step 1 – Identify the hazards and associated risks

An activity may be divided into tasks. For each task, identify the hazards and associated risks.

Step 2 – Identify the current risk treatments

Risk treatment describes the part of risk management in which decisions are made about how to treat risks that have been previously identified. In this step, you should identify the existing risk treatments that are in place to mitigate the identified risks. Risk treatment is a process of implementing measures to reduce the risks associated with a hazard.

Priority	Risk treatment	Example
1	Eliminate	The job is redesigned or the substance is eliminated so as to remove the hazard. However, the alternative method should not lead to a less acceptable product or less effective process.
2	Substitute	Replace the material or process with a less hazardous one.
3	Isolate	Isolate the hazard from the person at risk.
4	Engineer	Separating the hazard from operators by methods such as enclosing or guarding dangerous items of machinery.
5	Administrative	Reduce the time the worker is exposed to the hazard. Prohibit the eating, drinking and smoking in laboratory areas.
6	Personal Protective Equipment	Use of Personal Protective Equipment (gloves, respirators, protective eye wear).

Step 3 – Analyse the risk

Undertaking Steps A, B and C as stated in the table below. A risk assessment spreadsheet (filename: Risk Calculator) can be found in the Unit's Blackboard site. Use this spreadsheet to help you calculate the risk rating.

Step A - Consider the Consequences	**Step B - Consider the Likelihood**	**Step C - Calculate the Risk**
What are the Consequences of the risk occurring? Consider what could reasonably happen and what could actually happen, look at the descriptions and choose the most suitable Consequence.	What is the Likelihood of the event identified in Step 1? Take into account the existing Risk Treatments, look at the Likelihood descriptions and determine what is most suitable.	The spreadsheet will indicate the risk rating for each entered risk.

Step 4 – Additional risk treatments and risk acceptance

In this step, any additional risk treatments should be identified that will reduce the overall level of risk. The remaining level of risk (residual risk) should be of such a nature that the resulting level of likelihood and consequence are acceptable for the risk owner.

Risk Acceptance Categories	
Level of Risk	**Action Required**
Low Risk	Risks to be managed by routine procedures.
Moderate Risk (Routine assessment)	The activity can proceed provided that: • the risks have been reduced to As Low As Reasonably Practicable. • the Risk Assessment has been reviewed and approved by the project supervisor.
Substantial Risk (Readily controlled)	Activity can proceed provided that: • the risks to the activity are reduced to As Low As Reasonably Practicable. • risk minimisation treatments must be implemented and documented. • the Risk Assessment and documented risk treatments have been reviewed and approved by the project supervisor.
High Risk (Not controlled)	The proposed activity can only proceed when: • the risks to the activity are reduced to As Low As Reasonably Practicable. • risk minimisation controls must be implemented and documented. • the Risk Assessment and documented controls have been reviewed and approved by the Head of School.
Extreme Risk (Not controlled)	The activity must not proceed. Processes must be implemented to reduce the risk to As Low As Reasonably Practicable.

The Activity Overall Risk Rating must be **LOW**.

Activities with an Overall Risk Rating of **MODERATE** or above must be accompanied by a Risk Management Plan. The Risk Management Plan is available in the Risk Management section of the RASC website.