

Individual Project Induction

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Project Manager

- In your final stage you will be taking on the challenge of an ***Individual Project***.
- Each Programme Module is worth 40 Credits:-

❖ BSc

PROJ324

❖ MEng/BEng

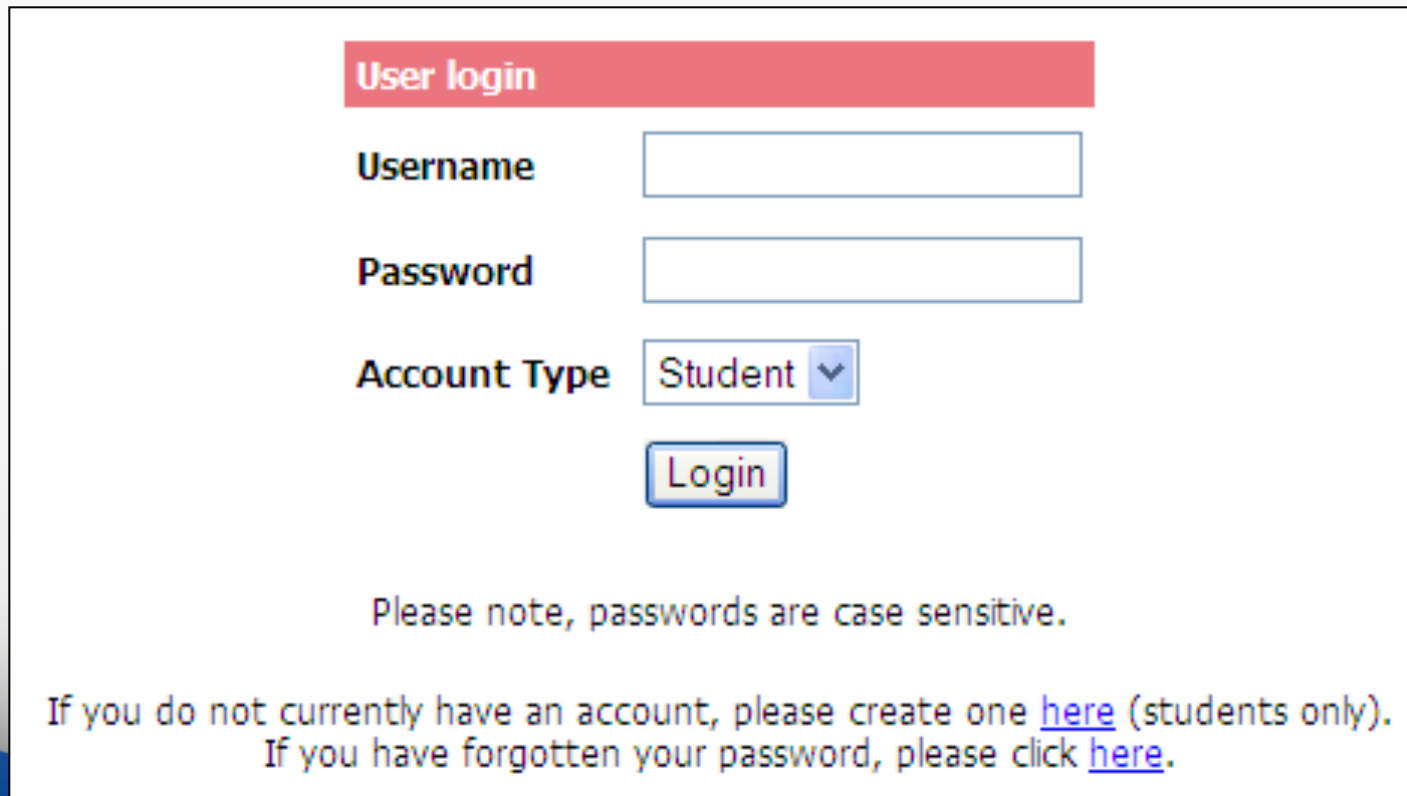
PROJ325

- As such, it will make up **33%** (**1/3rd**) of your overall final-stage assessment.
- Put another way, it represents
 - **26.6%** of BEng award classification. (80:20)
 - **23.3%** of BSc award classification (70:30)
- It is therefore a **Very Important Module!**

- The main sequence of events is:-
- ❖ **Register** on-line Student Project Management System google “SPMS Plymouth_”
 - ❖ View your **Web Account**.
 - ❖ Submit your **Initial Proposal**.
 - ❖ Submit your **Final Proposal**.
 - ❖ Submit your **Gantt Chart**.
 - ❖ Utilise the site with your supervisor, as appropriate.

1. Register

- Go to <http://fotpms.uopnet.plymouth.ac.uk/SPMS/default.asp>
- The opening screen gives you:-



The screenshot shows a web form titled "User login" in a red header. Below the header, there are three input fields: "Username" with a text box, "Password" with a text box, and "Account Type" with a dropdown menu showing "Student" and a downward arrow. Below these fields is a "Login" button. At the bottom of the form, there is a note: "Please note, passwords are case sensitive." and two links: "If you do not currently have an account, please create one [here](#) (students only)." and "If you have forgotten your password, please click [here](#)."

2. Your Web Account

University of Plymouth - Student Project Management System - until session timeout

Student Home

Current server date/time:
30/09/2008 20:23:51

My Project

[View my project](#)

[View my files \(deliverables\)](#)

[Submit files \(deliverables\)](#)

[View/add notes \(supervisor/student\)](#)

Potential Projects

Your project has now been allocated
no further choices can be made

Admin

[Edit my details](#)

[Logout](#)

Welcome back Cliff Richard.

Please note - not all programmes offer staff-proposed project ideas.

If you need help with project selection, please contact Tony Rees (tony.rees@plymouth.ac.uk) - your project module coordinator.

Last login: 30/09/2008 20:20:00.

Your supervisor is Tony Rees (tony.rees@plymouth.ac.uk).

Project Module Information & Announcements

2008-9 is the 2nd year of utilising this web-site for management of the 'Electrical' undergraduate projects. Last year was intended just to be an introduction to the site but became the major resource whilst the new student portal's teething problems were resolved. By intention, this year, it will be used instead of the respective module portal pages.

Available files and documentation will be provided under 'Resources' and deadlines, etc., will come under 'Deliverables'.

Next year's Deliverables are now

Project Resources

[Final Proposal](#)

[Log Book Cover](#)

[Log Book Record](#)

[Project Titles List 2005-2008](#)

[Risk Assessment Form](#)

[Staff Details](#)

[Stage 2 Awareness](#)

[Work Plan](#)

[Work Plan Sample](#)

Project Deliverables

[Initial Project Proposal\(s\)](#)

Deadline: 10/09/2008 09:00:00

[Project Induction](#)

Deadline: 01/10/2008 14:00:00

[Final Proposal](#)

Deadline: 15/10/2008 09:00:00

[Gantt Chart](#)

Deadline: 15/10/2008 09:00:00

[Progress Demonstration](#)

Deadline: 08/12/2008 09:00:00

[Supervisor & 2nd Marker Vivas](#)

Deadline: 31/03/2009 09:00:00

[Report Submission](#)

Deadline: 01/05/2009 14:00:00

- Please read the main announcement and check out the '*Deliverables*', then

Student Home	
Current server date/time: 30/09/2008 20:23:51	
My Project	
View my project	
View my files (deliverables)	
Submit files (deliverables)	
View/add notes (supervisor/student)	
Potential Projects	
Your project has now been allocated no further choices can be made	
Admin	
Edit my details	
Logout	

- Review the LHS Menu
 - There may be some suggested projects listed.
 - Previous projects are archived from last few years.
 - '*Propose my own project*',
 - the most likely choice from the menu!

Project Ideas

- There may be a staff idea on the web-site.
- There may be an interesting title listed under the archived projects on the web-site, although only one-year's worth is potentially available thus far.
- There will be listings of all previous project titles from 2007 (with a colour-coded grading) under 'Resources'.
- From time to time, Industry-based project ideas will be circulated via e-mail as well as being listed on the web-site under a link-person.

- The style of project might be:-
 - hardware-based:
 - analogue / digital or a combination
 - software-based
 - Iphone app, simulation, control existing hardware, web page!!
 - hardware/software-based
 - or even a Research Thesis
 - a substantial piece of *original* theoretical research.
 - Don't be fooled into thinking that the latter is an easy option; or, indeed, that producing a Web Page is!

Project Supervisor

- The next step is to contact academic staff in order to talk through your ideas. To help this process, under '*Resources*', you will find:-
 - details of academic staff areas of interest.
 - academic staff e-mail, phone and location details.
 - If you can commit an academic to become a supervisor, great!; if not, it will be the Projects Manager's job to allocate one during the two weeks following the October deadline {see '*Deliverables*'}.

Project Supervisor

- Remember that academics can only take on so many supervisions so the sooner you begin your search the better!
- Supervisors' styles will vary considerably – there is no prescriptive method for interaction.
- Note that academics do not necessarily restrict themselves to supervision of projects in their specialist areas.

- The most crucial factor in sorting out the good from the bad is the Intellectual Challenge.
- A research-style project might have plenty of content but very little measurable level of intellectual input.
- Any one of you can create a web page/site; its capabilities and how it has been engineered will determine the quantifiable success of the project.

3. The Initial Proposal

- Your priority is to establish an idea for your project.
- The **onus is on you** to select a topic, after ratification of the supervisor, it is the **responsibility of the student**
 - to liaise regularly with his/her supervisor,
 - and to meet deadlines and other requirements.
- You have had **3 months thus far** to consider your ideas.

- For most students, it is the case that you will propose your own project, so using the site:-



Student Home	Welcome back
Current server date/time: 13/06/2008 11:39:51	Please note - not all pr If you need help with Last login: 13/06/2008
My Project	Your supervisor has no
Your project has not been allocated no details are available	
Potential Projects	Project Module Int
View/edit my project choices	2008-9 is the 2nd the 'Electrical' uni to be an introduct whilst the new stu intention, this yea portal pages.
View all projects for my programme	
View available projects for my programme (not yet allocated)	
Propose my own project	
View previous projects (for ideas)	Available files and and deadlines, etc
Admin	
Edit my details	Next year's Delive added over the cc
Logout	

- Complete the form with enough detail to paint the skeletal outline of your idea(s).
- DO NOT propose a supervisor unless the academic has firmly agreed such an arrangement.

Please complete the following form to propose your own project.

Before completing this form, please refer to the resources provided by your projects module coordinator for specific guidance on proposing projects.

Propose New Student Project

Project title

Please list any hardware, software, other requirements (optional)

Please indicate any financial implications (optional)

If you are proposing a project in collaboration with an external organisation, please give full details (optional)

Proposed supervisor (optional) Please note: supervisors denoted (M) primarily supervise Masters level projects.

Please list any other staff input you may require (optional)

Project keywords
E.g. Networking, Database, Control System, Wireless Networking

Please provide a detailed description of your project

- Do not select a 2nd Supervisor this will be allocated by the Projects Manager at a later stage
- Note that the deadline for the **Initial Proposal** is **October 25th, 2017**
- You won't be able to upload any required files until the Projects Manager has formally assigned your chosen or allocated supervisor.
- Once this is done, your supervisor then takes control of 'checking in' your submitted files.

4a Final Proposal

- The **Final Proposal** will be required to be uploaded by **November 8th, 2017**.
- The Final Proposal will use a Word template {in '*Resources*'}.
- It is worth reiterating here that it will only become live once the supervisor 'checks it in'.

Final Proposal

- Identify key components to be used and an approximate cost (within £100 budget?)
- A basic business case for the project.
 - Identify market
 - What is it for
 - Why is it needed
 - What exists already
 - Costing (development and actual product)

Final Proposal

- List detailed list of staged aims and objectives (minimum 4) to aid both you and your supervisor determine your progress and influence your final grade.
 1. Base level achievement
 2. Next level of functionality meeting some / several aims and objectives
 3. Fully functional meeting most or all aims and objectives
 4. First Class project will expect to not just meet all aims and objectives but be backed throughout by good engineering decisions and thorough and rigorous testing regime.

4b Gantt Chart

- The **Gantt Chart** will be required to be uploaded by **November 8th, 2017**.
- A Project Work-plan or Gantt Chart can be created using software such as Microsoft Project or even Microsoft Excel, but should not exceed a couple of pages of A4 (landscape) {see '*Resources*' for detailed help}.
- Again, it will only become live once the supervisor 'checks it in'.

Risk Assessment

- After the Project Induction complete a Risk Assessment Form {under '*Resources*'}.
 - This may not appear to have any real significance to some (generally, non-hardware) projects, but it is essential.
 - It focuses the mind on the real hazards that can be encountered in project activities –
 - It is certainly a must in industry, as part of the general Health & Safety portfolio.
- You **must** discuss the content with your supervisor.
- Place a copy of the **Risk Assessment Form** in your Log Book.

Appendix

What makes a good project?

- Purpose & Relevance.
 - Is the project personally meaningful?
 - Does the project prompt intrigue in the learner enough to encourage the significant investment of time, effort and creativity to drive forward and develop the project?
- Complexity
 - Something challenging yet achievable.
 - Challenging for one person may be impossible to another!

What makes a great project?

- Time.
 - Sufficient time must be provided to think about , plan, execute, debug, digress or deviate.
- Setting clear objectives
 - Identify staged aims / goals and agree them with your supervisor.
 - Think how you are going to demonstrate your project from day one.
 - Consider the engineering decisions you will need to make and document them.

What makes a successful project?

- Time
- Consistent Hard Work
 - The difference between a pass and a 1st is normally consistency.
- Utilise ALL available resources.
- Testing
- Frequent communications with your supervisor
- Good documentation – log books

Projects Manager

- supported by the Projects Committee (mainly Programme Managers), has overall responsibility for the management of the project modules and will assist in matching students to supervisors together with provision of advice on general aspects of projects.
- All specific matters relating to an allocated project should, in the first instance, be referred to the supervisor.