

Queensland University of Technology
Science and Engineering Faculty

Assessment Item:	IFB299 Sprint1 Retrospective (for Assessment item Project) (Team Assessment)
Note:	This assignment forms part of the project of the unit, as specified in the week 1 lecture available on the unit Blackboard. You must read this document before proceeding any further.
Version:	Last updated 31/07/2017
Weighting:	5% of the unit. (The percentage marks for each item are shown below)
Due dates:	Week 9
Objectives:	<ul style="list-style-type: none"> • To encourage your team to capture a sense of shared purpose • To generate a sense of trust and confidence between members • To provide a clear visible structure for teams to work with • To provide a log describing your communications with potential supervisors, tutors and projects.
References	The resource materials, including lecture notes and workshops from IFB299 Blackboard.
Requirements:	
How you will be assessed:	Your total marks are determined based on the attached assessment rubric.
You are required to submit	Final version (as agreed by all team members), submit to your tutor by email. You may scan the “Sign-off and Approvals” page and attach it, or cc the email to all team members. This item will be marked by your tutor.
Assignment format:	<p>The cover page of the assignment should include team information, e.g., team number, team members and roles, and your tutor. In your assignment, for each objective (see the Criteria in the Assessment Rubric), please clear describe:</p> <p style="padding-left: 40px;">What you did well? (Continue), What you did not do well? (Stop), or/and What will you do differently next time to improve the performance of the team? (Initiate)</p> <p>You should ensure that your work is legible, original, professionally laid out and that you have checked the spelling and grammar; otherwise, your marks will be reduced.</p>

Criteria / Objective	Performance Level					
	7	6	5	4	3 2	1 Mark
Effective communication with the team (1 mark)	-Excellent presentation of what you did (or/and not do) well, and what you will do differently next time for the communication within the team. -No spelling or grammatical errors. (1 mark)	-Very Good presentation of what you did (or/and not do) well, and what you will do differently next time for the communication within the team. -Very few spelling or grammatical errors. (0.8 marks)	- Good presentation of what you did (or/and not do) well, and what you will do differently next time for the communication within the team. -Some spelling or grammatical errors. (0.7 marks)	-Some good presentation of what you did (or/and not do) well, and what you will do differently next time for the communication within the team. -Many spelling or grammatical errors. (0.5-0.4 marks)	-No/ very little good presentation of what you did (or not do) well, and what you will do differently next time for the communication within the team. -Spelling or grammatical errors interfere with readers' understanding of content. (0.3-0 marks)	
Effective team participation (e.g., talking with tutor or client) (1 mark)	-All requirements or feedback from the tutor and client are well recorded and integrated. -Demonstrates team has discussed, agreed (or not agreed) and taken responsibility for the contents (1 mark)	-Most requirements or feedback from the tutor and client are well recorded and integrated. -Demonstrates team has discussed, agreed (or not agreed) and takes responsibility for most content. (0.8 marks)	-Many requirements or feedback from the tutor and client are well recorded and integrated. -Suggests that the team may have discussed & agreed (or not agreed) the some content and responsibilities. (0.7 marks)	-Some requirements from or feedback the tutor and client are recorded and integrated. -Conveys that the team has undertaken some discussion and agreed (or not agreed) on some content, but individual responsibilities not clear. (0.5-0.4 marks)	- Most requirements or feedback are missed or not integrated. -Does not convey that the team has sufficiently discussed or agreed (not agreed) upon contents or responsibilities. (0.3-0 marks)	
Effective efforts to control the quality of the project (1 mark)	-All artefacts are monitored to ensure that the project complies with the quality standards. -Quality standards are measurable. (1 mark)	-All artefacts are monitored or discussed to ensure that the project complies with the quality standards. -Quality standards are measurable. (0.8 marks)	-Many artefacts are monitored to ensure that the project complies with the quality standards. -Most quality standards are measurable. (0.7 marks)	-Some artefacts are monitored to ensure that the project complies with the quality standards. -Some quality standards are not measurable. (0.5-0.4 marks)	-Few artefacts are monitored to ensure that the project complies with the quality standards. -Most quality standards are not measurable. (0.3-0 marks)	
Effective keeping the client or tutor informed (1 mark)	-All due dates of milestones and/or artefacts are clearly documented and showed to the client. -The client or tutor receives all deliverables on time. (1 mark)	-Most due dates of milestones and/or artefacts are clearly documented and showed to the client. -The client or tutor receives all deliverables on time. (0.8 marks)	-Most due dates of milestones and/or artefacts are clearly documented and showed to the client. -The client or tutor receives most deliverables on time. (0.7 marks)	-Some due dates of milestones and/or artefacts are clearly documented and showed to the client and the client or tutor receives many deliverables on time. (0.5-0.4 marks)	-Few due dates of milestones and/or artefacts are clearly documented and showed to the client and the client or tutor receives a few deliverables on time. (0.3-0 marks)	
Issues raised (1 mark)	- Clear descriptions of all major and minor issues or problems that have hampered (or will hamper) the progress of the project. (1 mark)	- Clear descriptions of most major and minor issues or problems that have hampered (or will hamper) the progress of the project. (0.8 marks)	-Clear descriptions of many major and minor issues or problems that have hampered (or will hamper) the progress of the project. (0.7 marks)	- Descriptions of some major and minor issues or problems that have hampered (or will hamper) the progress of the project. (0.5-0.4 marks)	-Few analysis for the major and minor issues or problems that have hampered (or will hamper) the progress of the project. (0.3-0 marks)	

Total marks:

/5

Comments:

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