

# Module Assessment 1: Group Assignment

This is a group assignment worth 70% of the overall module mark.

## Assignment Tasks and Deadlines

As a project consultant team, your team needs to produce a team video presentation to communicate your project plan for the given scenario (see Assignment Scenario on page 3).

You have complete creative freedom for your video. There is no set format, but you must include all the elements indicated in the scenario and provide justifications/explanations. In your video you can choose to include further relevant information not listed in the scenario if you wish. Your team video presentation should be no longer than 15 minutes. There will be a penalty of one mark deducted for each second exceeding 15 minutes till the threshold mark of 30 is reached..

The deadline for submitting your team video presentation is **12:00 (noon) Tuesday 7 May 2024**.

## Assignment Objectives

This assignment will assess the module learning outcomes as described below:

Module learning outcomes:	You need to demonstrate:
LO1 - Describe and explain the characteristics, the role, and the importance of projects in engineering organisations.	Your ability to produce an appropriate project brief for a given scenario.
LO2 - Critically select and apply key theories and techniques of engineering project management across the project lifecycle, including project definition, planning, execution and termination.	Your ability to select and apply key theories and techniques in producing an appropriate project plan with detailed work packages and communicate the schedule of the project.
LO3 - Critically select and apply key theories and techniques of benefits management, risk management, quality management and stakeholder management in a project environment.	Your ability to select and apply key theories and techniques in producing an appropriate project plan that considers risk, quality and stakeholders of the project.
LO4 - Understand the organisational and human context of projects and demonstrate effective teamwork through adopting a collaborative approach to managing projects and reporting on project non-technical outcome.	You ability to achieve project goals as a team, by understanding the team dynamics, managing expectations, assessing peer performance, and communicating effectively.

## Assignment Assessment and Feedback

You will not be marked on your skills to produce the video, but will be marked on how well the video communicates the required elements and any additional information you choose to include.

Your team will receive a team mark (i.e. everyone in the team gets the same mark) on the team video presentation, based on the marking criteria (see Appendix I).

To ensure that you all contribute equally to the teamwork you will need to first negotiate a team operating agreement as a team (see the 'Teamwork' folder in the Blackboard module site for more information).

You will receive summative feedback for your team video presentation via Blackboard.

You are reminded of the University regulations regarding [unfair means](#), and [the policy for late submissions](#).

## Assignment Scenario

You work as a team of part-time engineering project consultants for a national engineering organisation. You are tasked to develop and to organise an engineering challenge for first year engineering students studying your discipline at the University of Sheffield. To gain project approval, your team needs to produce a video presentation to communicate your project plan. In the video your team must present the following elements and explain your decisions where appropriate:

- A **brief introduction** to your idea of the competition
- Your project **work packages**
- Your key project **stakeholders** and your **stakeholder management plan**
- Your project **time plan** and **cost plan**, including **resource plan**
- Your project **risk management plan**

The engineering organisation gives you the following mandatory requirements:

- The earliest possible project start date is 13 May 2024.
- All project activities should end by 31 October 2024.
- You have a maximum budget of £15,000 for the project. This should cover all project costs, including any prize money.
  - There will be no additional sponsorship, grants, or donation allowed.
  - The flat rate for your labour time is £15.30 per hour.
  - Materials/services purchased from external suppliers needs to have evidence of price.
- Your team is the only human resource available for the project. Any extra labour will have to be purchased as external services.

You are given the following advice:

- Your project should be scoped appropriately for the budget and the number of members in your team.
- You have the freedom to design the challenge but it must be suitable for first year engineering students.
- You have the freedom to decide how you spend the budget, providing that you observe the requirement above.
- You have the freedom to decide when to start the project and how long the project lasts, providing that you observe the earliest start date and the latest finish date above.
- The evidence of price for materials/services can be in the form of quotation and/or price list.
- Your project plan should not include the preparation for the video.

## Appendix I: Marking Criteria

Marking Criteria	<40%	40-49%	50-59%	60-69%	>=70%
<b>Ability to produce an appropriate project brief</b>	Project scope not appropriate to the given constraints.	Basic understanding of project scope. Consideration of project constraints limited to time, cost and quality only.	Reasonable project scope with considerations of all project constraints stated in the scenario, but no consideration of wider project environment.	Good project scope with considerations of with all project constraints stated in the scenario, and some consideration of wider project environment.	Excellent project scope with considerations of a comprehensive set of project constraints that operates in the overall project environment.
<b>Ability to select and apply key theories and techniques in producing detailed work packages and communicate the schedule of the project</b>	No evidence of using any tools for project planning	Only the basic tools used for project planning.	A range of tools used for planning, but without appropriate justifications.	A range of tools selected and applied with detail reasons of their selection.	A wide range of tools selected and applied with detail reasons of their selection. Holistic approach of using tools in planning.
<b>Ability to select and apply appropriate tools in considering benefit, risk, quality and stakeholders management</b>	No evidence of using any tools for benefit, risk, quality and stakeholders management	Basic considerations of the elements presented in the scenario. Issues communicated but perhaps lacking coherence and structure.	Wider consideration of issues evidenced in the presentation, communicated with clear focus and structure.	Wider consideration of issues evidenced in the presentation, communicated with clear focus and structure. Contents distributed well in the presentation.	Highly cohesive and coherence presentation, with focus that communicates a comprehensive set of issues in the project in a very clear and structured way.
<b>Team work (this element is peer-assessed as per your team operating agreement)</b>	Small, late, poor, or no contribution to the task	Contributed to the team communication, discussion, and presentation. But required input/guidance from others.	Contributed effectively to team communication, discussion, and presentation. Able to work independently.	Contributed effectively to team communication, discussion, and presentation. Awareness of team dynamics and willing to support team members.	Contributed effectively to team communication, discussion, and presentation, often providing original ideas. Acute awareness of team dynamics and actively support team members.