



MIS779 T1/2025

Portfolio Assessment

The portfolio assessment is made up of a number of artefacts that add to your overall portfolio of work for this subject. To keep this unit in line with industry you will be assessed at the completion of all the work taking into consideration the many artefacts that you produce.

Continuous feedback on portfolio work

You will receive ongoing feedback and support to ensure your work is at industry standard. **Industry standard is NOT the same as university assessment standard, there is little tolerance for errors or omissions.** As you transition from university to the world of work, the Capstone provides you the opportunity to prepare for workplace expectations, and it is important to deliver high quality, professional work. **To achieve the learning outcomes of a Capstone unit the workload needs to be significantly higher than regular units.** To meet the learning outcomes this requires, but is not limited to, professionally presented and formatted documents, free from spelling and grammatical errors as well as high-quality content.

The feedback will be given by the client, the team of academic staff that you will work with and fellow team members and class members. Each artefact will build on those that have come before, and we are looking for progression over the course of the work.

There will be a lot of feedback, and most of that you will receive verbal as it would be in a workplace. You must proactively document the feedback received and demonstrate how you have incorporated this feedback. It is also your responsibility to seek additional feedback where appropriate.

Response to feedback

The primary purpose of feedback is to learn and thus progress your work to industry standard. You will have the opportunity to make continued improvement with the next iteration of the work presented. Continual improvement is an important element of your portfolio. As it is often the case in industry, when working with a client, their needs may change during the progression of the project, and you will need to alter artefacts to meet evolved needs.

Individual mark for teamwork

All project work is completed as part of a team, but as in industry you are accountable for your own work, and **you will be marked individually** according to your contribution to the overall project. All work must be accounted for using 'Tasks by Planner' on Microsoft Teams. You are also required to complete the "Team Mark Allocation" with the submission of your final group report.

Learning Outcome Details

ULO	These are the Learning Outcomes (ULO) for this unit. At the completion of this unit, successful students can:	Deakin Graduate Learning Outcomes
ULO1	Critically analyse a business problem or opportunity for a real client and propose a range of options and recommendations.	GLO4: Critical thinking GLO5: Problem solving
ULO2	Apply established tools and models to underpin project research and analysis.	GLO1: Discipline-specific knowledge and capabilities
ULO3	Effectively communicate complex business issues and findings to both specialists and non-specialists	GLO2: Communication
ULO4	Collaborate constructively within a project team produce and share integrated solutions to complex business problems.	GLO7: Teamwork
ULO5	Critically reflect on ethical, social and legal implications associated with the business challenges and implementation of the solutions presented for the client.	GLO8: Global citizenship

Assessment Feedback:

Feedback in this unit is provided predominately during the presentation sessions (**verbally**) but no later than 15 working days after submission. **University regulation requires feedback on the final assessment item (A7) must not be provided until after result release.**

Description / Requirements

Artefacts in your Portfolio

Refer to the unit guide for the due date of all artefacts comprising the portfolio assessment.

Please note, dates and details may change, given the availability of the client.

Part A, 10%: Client Brief (Individual)

You are required to produce a 1 page (maximum) document outlining your understanding of the clients' business problem. Remember you must only identify the problem rather than providing any recommendations at this stage. Please use the provided template on Teams.

Deliverables

- Please submit your client problem statement as a Microsoft word document into the Part A Assignment folder on CloudDeakin, no later than the time and date listed in the MIS779 unit guide.

Part B, 20% : Client Brief (Group)

You are required to produce a 1 – 2 page team document outlining your teams understanding of the clients' business problem, and client data set. Remember you must only identify the problem rather than providing any recommendations at this stage. You will be able to draw on your individual client problem statements for your team document. Please use the provided template on Teams.

Deliverables

- Please submit your client problem statement as a Microsoft word document into the Part B Assignment folder on CloudDeakin, no later than the time and date listed in the MIS779 unit guide.
- A declaration of each student's individual contribution.

Part C, 10%: Presentation (Group)

Each team is required to prepare a 5-minute video presentation outlining the team's understanding of the client problem and possible solutions. You are required to conduct this evaluation against the clients' requirements, which would include, but not be limited to, extensive investigation, analysis and interpretation of the data provided.

Deliverables

- Your video presentations will be made available to the client for possible feedback. Please submit your video in MP4 format into the Part C Assignment folder on CloudDeakin, no later than the time and date listed in the MIS779 unit guide.
- A declaration of each student's individual contribution.

Part D, 40%: Final project report (Group)

Group Report

It is expected that your report will include the following:

- Recommendations for the client including all supporting documentation.
- The report is required to be in a “professional business report” format, max 10 pages, 11 point font inclusive.
- Updates to your project from feedback received during previous presentations. Please indicate where updates are as a result of feedback received.
- A statement on how you determine if your project is a success for the client (link back to your client problem statement and understanding of data from Parts A-C).
- A statement on how you have addressed all aspects of the client confidentiality agreement when using client data.

Deliverables

- Project report submitted to the Part D Assignment folder on CloudDeakin, no later than the time and date listed in the MIS779 unit guide
- A 7-10-minute presentation providing details of the team's final solutions to the problem and recommendations. Presentations will be made available to the client. (link back to your client problem statement and understanding of data from Parts A-C).
- A declaration of each student's individual contribution.

Part E, 20%: Reflection report (Individual)

Individual contribution to the Group work

All online project communication must be on MS Teams. One of the expectations for this unit is that you apply project management skills which will include active interaction each week with your mentor and team on MS Teams. These are skills that are required in the workplace. The following is the minimum expectation:

- Continuous, regular, and proactive participation in MS Teams (including meetings)
- Regular response to team comments and questions
- Allocation of appropriate number of tasks
- Tracking of Tasks in MS Tasks (keeping team informed of progress)
- Contribution to assessment deliverables (all work must be on One-Drive in shared documents)
- Evidence of active self-initiated involvement in the group work
- Appropriate, professional and courteous behavior in the group work

Reflective Feedback Diary

Reflection and response to feedback received throughout the project.

Each individual is expected to **keep his or her own reflective Diary** in the Class Notebook.

You are expected to make ongoing (at least after each mentoring session) reflections on all feedback that you have received from the facilitator, client, team member, other classmates or any guest lecturer or industry person that is involved in the unit.

You need to record the following each week in a table, (**please use template provided on Class Notebook**):

- when the feedback was received
- who provided the feedback,
- the feedback received,
- personal reflection on this feedback,
- how you have acted on this feedback and any resulting changes in your project.

Weekly paragraph on your learning outcomes

You are required to compile a paragraph each week on how you are working towards achieving Your learning outcomes (refer to the course learning outcomes). Include these paragraphs as part of your reflection report.

Submission

Submit a Word or PDF document addressing the aforementioned points, detailing your individual contribution to the group work. Additionally, reflect on key insights from your feedback diary, highlighting your key learnings from the feedback received throughout the capstone unit. The total word limit is 1,000 words.

Submission Instructions

You must correctly use the [Harvard style of referencing](#).

In addition to the files submitted on CloudDeakin and stored on MS Teams, you must keep a backup copy of every assignment you submit, until the marked assignment has been returned to you. In the unlikely event that one of your assignments is misplaced, you will need to submit your backup copy.

Any work you submit will be checked by electronic or other means for the purposes of detecting collusion and/or plagiarism.

When you are required to submit an assignment through your CloudDeakin unit site, you will receive an email to your Deakin email address confirming that it has been submitted. You should check that you can see your assignment in the Submissions view of the A3 Assignment dropbox folder after upload, and check for, and keep, the email receipt for the submission.

Notes

- **Penalties for late submission:** For this unit we must refuse to accept any late submission for all team assessments as it is unreasonable or impracticable to assess the task after the due date.
- For more information about academic misconduct, special consideration, extensions, and assessment feedback, please refer to the document ***Your rights and responsibilities as a student in this Unit*** in the first folder next to the Unit Guide of the Resources area in the CloudDeakin unit site.
- ***Building evidence of your experiences, skills and knowledge (Portfolio)*** - Building a portfolio that evidences your skills, knowledge and experience will provide you with a valuable tool to help you prepare for interviews and to showcase to potential employers. There are a number of tools that you can use to build a portfolio. You are provided with cloud space through OneDrive, or through the Portfolio tool in the Cloud Unit Site, but you can use any storage repository system that you like. Remember that a Portfolio is YOUR tool. You should be able to store your assessment work, reflections, achievements and artefacts in YOUR Portfolio. Once you have completed this assessment piece, add it to your personal Portfolio to use and showcase your learning later, when applying for jobs, or further studies. Curate your work by adding meaningful tags to your artefacts that describe what the artefact represents.