

# STEP BY STEP GUIDE FOR ALL SMART SOLUTIONS TEAMS

# 1

## Week 0 - Preparation

The team makes appointments with the following parties:

1. All project members and the tutor in week 1.1.
2. The client, the group (and if possible the tutor) in 1.1

# 2

## Week 1.1 - Organize your own kick-off

There is no central kick off for the Smart Solutions Semester. In the first week you will have the previously made appointments with your tutor and client. With the input of your client, you write a first draft of the Smart Solutions Project Plan and deliver this to your tutor for feedback. Guidelines for the Project Plan can be found on Blackboard. This is also the week to notify your tutor if you might not have enough credits to (continue to) participate in the semester.

Output by the end of week 1:

- First meeting with tutor
- First meeting with the client
- Deliver the first draft of your project plan to your tutor
- Inform the tutor of any students that are not yet allowed to participate in the Smart Solutions Semester because of missing credits.

# 3

## Week 1.3 - Project Plan

During this week, you submit the final version of your Smart Solutions Project Plan via Blackboard. This includes everything listed in the guidelines on Blackboard and all feedback from the relevant stakeholders (for example the tutor and the client). Don't forget to send your project plan to your client.

Output by 22 September, 23:59 hrs:

- The final Smart Solutions Project Plan submitted via Blackboard, and sent to the client via e-mail.

# 4

## Week 1.7 - First version personal portfolio

To prove your personal contribution to the project, you will start collecting evidence on your own individual role within the project team. This input will be gathered and written down in your personal portfolio. Each team member will submit a personal portfolio via Blackboard. Your tutor will review the portfolio and provide you with feedback during a one on one meeting. Information about the portfolio and a format that can be used can be found on Blackboard.

Output 20 October 23:59 hrs:

- First version of your personal portfolio submitted via Blackboard
- Individual meetings with your tutor to discuss the portfolio

# 5

## Week 1.10 - Midterm evaluation

As a group you are preparing and presenting a formal midterm presentation to the relevant stakeholders. The presentation should include but is not limited to:

- a status update of the project plan,
- the group work done thus far,
- the next steps.

It is the responsibility of the group to invite the relevant stakeholders, ie. the tutor, the client and potential other stakeholders.

Output:

- Midterm presentation

# 6

## Week 2.3 - Second version personal portfolio

Based on the feedback of the first version of the portfolio and the one on one meeting with the tutor, you submit the improved and updated version of your personal portfolio via Blackboard.

Output 8 December, 23:59 hrs:

- Second updated portfolio submitted via Blackboard

# 7

## Week 2.7 - Smart Solutions Festival

The Smart Solutions Festival is the perfect opportunity to showcase your results and present yourself as a project team to all stakeholders! It is a crucial event where you will bring everything together and present the results of the project.

The Festival takes place on Friday, 17 January. Practical information about the Festival will be added on Blackboard.

Output at 17 January:

- Project presentation of the group results at the Festival

# 8

## Week 2.8 - Project Finalization

In this week you are finalizing and submitting all your research documents and all the relevant supportive documents belonging to it. In addition you will create the final version of your personal portfolio, including all the individual feedback from the relevant stakeholders, about your performance in the team. This includes feedback from your tutor, client and fellow group members.

Output before 26 January, 23:59 hrs:

- Final version personal portfolio submitted via Blackboard
- Final group products submitted via Blackboard

# 9

## Week 2.10 - Grading and Resit

Your examiners have 15 working days to grade your final portfolio, which means you will receive your grade before 14 February. You get the chance to take a resit of your final portfolio. The deadline for this resit is 15 March. You will then receive your grading before 3 April.

Even if you have received a pass the first time, it is still possible to submit one resit. For this you must make a request to the Smart Solutions project office. Do this within a week after receiving the first grade for your final portfolio.