

Project Description

SSE1 – Spring 2018

Agenda Two-Day Seminar

THURSDAY

- 8:20 Intro to Project Work at VIA Engineering
- 9:00 Background Description and Purpose
- 11:45 Lunch break
- 12:30 Library
- 14:00 Problem Statement and Delimitation
- 16:05 See you tomorrow

FRIDAY

- 8:20 Choice of Models and Methods
- 8:45 Time Schedule
- 9:30 Risk Assessment
- 11:00 Sources of Information
- 11:30 Deadline for handing in – first and final version

Project Description

1. Background description
2. Definition of purpose
3. Problem statement
4. Delimitation
- 5. Choice of models and methods**
6. Time schedule
7. Risk assessment
8. Sources of information

Choice of Models and Methods

- Insert problems from your problem statement
- How do you intend to solve these problems?
 - Interviewing customer again
 - Defining requirements (what)
 - Making use cases and use case descriptions (understand work procedures)
 - Leave blank if necessary
- Extent and priority; are some problems more important to analyse in depth?

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Time schedule

- 1 ECTS = 27,5 hours of work
- Start with deadline
 - Insert milestones: Analysis, Design, Implementation and Test

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Risk Assessment

- The most **relevant** risks for the project as you see it
 - E.g. experience from previous group work and technical criteria for SEP1
 - Check outcome from reverse brainstorm yesterday 😊
 - You must at least determine
 - How to identify these risks?
 - Action
 - Who is responsible
- Excellent tool to reflect on in Process Report

Example: You list Time Management as a risk

How to ensure proper time management:

- Setting goals (breaking goals down into steps)
- Reviewing your progress
- Prioritising tasks
- Organising work schedule
- Managing with interruptions

Find more examples in: How to Stop Procrastinating
([link to article](#))

Steps of Action

- Free time management software ([link to article](#))
 - FocusWriter, Trello, Cold Turkey, Task till Dawn
- The Pomodoro Technique ([link to article](#))
 - work in blocks of 25 minutes followed by a 5-minute break


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Sources of information – for you

- The library <https://www.bibliotekerne.via.dk/en>
- Dictionaries
- Assignments and literature search
- Databases and Google Scholar ([Link to Jaaksi](#))
- Guide to Harvard Referencing ([link](#))

Sources of information

Quick Guide to Harvard Referencing					 Anglia Ruskin University	Library Services
	WHO created it?	WHEN was it published?	WHAT is it called?	HOW can it be found?	EXAMPLES to aim for	
Printed items	Books	Author(s)	Year of publication	Title of the book (in italics)	Place of publication & Name of publisher	Ridley, D., 2012. <i>The literature review: a step-by-step guide for students</i> . 2nd ed. London: SAGE.
	Journal articles	Author(s)	Year of publication	Article title. <i>Journal title</i> (in italics)	Volume & issue numbers, page numbers	Keitsch, M., 2012. Sustainable architecture: design and housing. <i>Sustainable Development</i> , 20(3), pp.141-145.
Electronic items	E-books	Author(s)	Year of publication	Title of the book (in italics) followed by [e-book]	Place of publication, name of publisher, the full web address (URL) of the webpage used and the date accessed	Parboteeah, K.P. and Cullen, J.B., 2013. <i>Business ethics</i> . [e-book] Hoboken: Taylor & Francis. Available through: Anglia Ruskin University Library website < http://libweb.anglia.ac.uk > [Accessed 8 August 2016].
	E-journal articles	Author(s)	Year of publication	Article title. <i>Journal title</i> (in italics) followed by [e-journal]	Volume & issue numbers and page numbers, website name & address, and the date accessed	Zorach, R., 2012. Regarding art and art history. <i>The Art Bulletin</i> , [e-journal] 94(4), pp.23-28. Available through: Anglia Ruskin University Library website < http://libweb.anglia.ac.uk > [Accessed 8 August 2016].
	E-journal articles with DOIs	Author(s)	Year of publication	Article title. <i>Journal title</i> (in italics) followed by [e-journal]	Volume and issue number of journal and page numbers, followed by DOI	Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. <i>Journal of Documentation</i> , [e-journal] 62(3), pp.388 - 411. http://dx.doi.org/10.1108/00220410610666529 .
	Websites	Author(s) - this could be an organisation	Year of publication - when was the information uploaded/updated?	Title of the webpage (in italics) followed by [online]	The full web address (URL) of the webpage used and the date accessed	V&A Museum, 2015. <i>Introduction to English embroidery</i> . [online] Available at: < http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/ > [Accessed 8 August 2016].
	PDFs	Author(s) - this could be an organisation	Year of publication	Title of the document (in italics) followed by [pdf]	The full web address (URL) of the webpage used and the date accessed	Nursing & Midwifery Council (NMC), 2015. <i>The code: professional standards of practice and behaviour for nurses and midwives</i> . [pdf] Available at: < www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf > [Accessed 8 August 2016].

The full Guide to Harvard Referencing (Version 6.1) is available via the University Library website: <http://libweb.anglia.ac.uk/referencing/> September 2017

Hand in - deadlines

- Upload your Project Description and Group Contract to group folder on Studynet SEP1: Wednesday 4 April before 23:59
 - Format: PDF! Not Word, Zipped, 7z, Rar, ...
 - Send a copy of your Project Description to your peer review group
 - Schedule and Criteria to be announced Friday 6 April
- Presentation and Peer Review: Thursday 12 April
- Hand in final version: Friday 13 April

Peer Review Groups

Thursday 12 April

Group presenting	Group giving feedback
Group 1	Group 2
Group 2	Group 1
Group 3	Group 4
Group 4	Group 3
Group 5	Group 6
Group 6	Group 5
Group 7	Group 8
Group 8	Group 9
Group 9	Group 7