Develop your skills
VIA University College

Project Description
SSE1 – Spring 2018

Agenda Two-Day Seminar

THURSDAY
8:20   Intro to Project Work at VIA Engineering
                  Create your own work environment
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
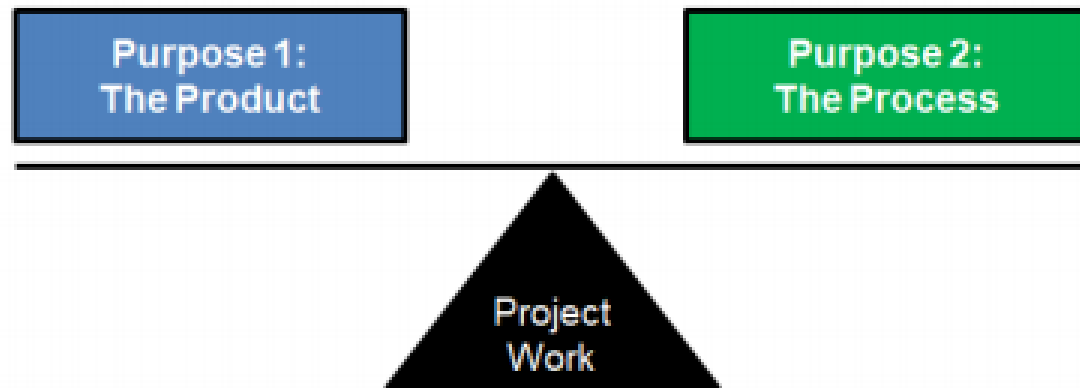11:30   Deadlines and hand in

Purpose

Figure 3 The two purposes of projects in VIA Engineering have equal importance.

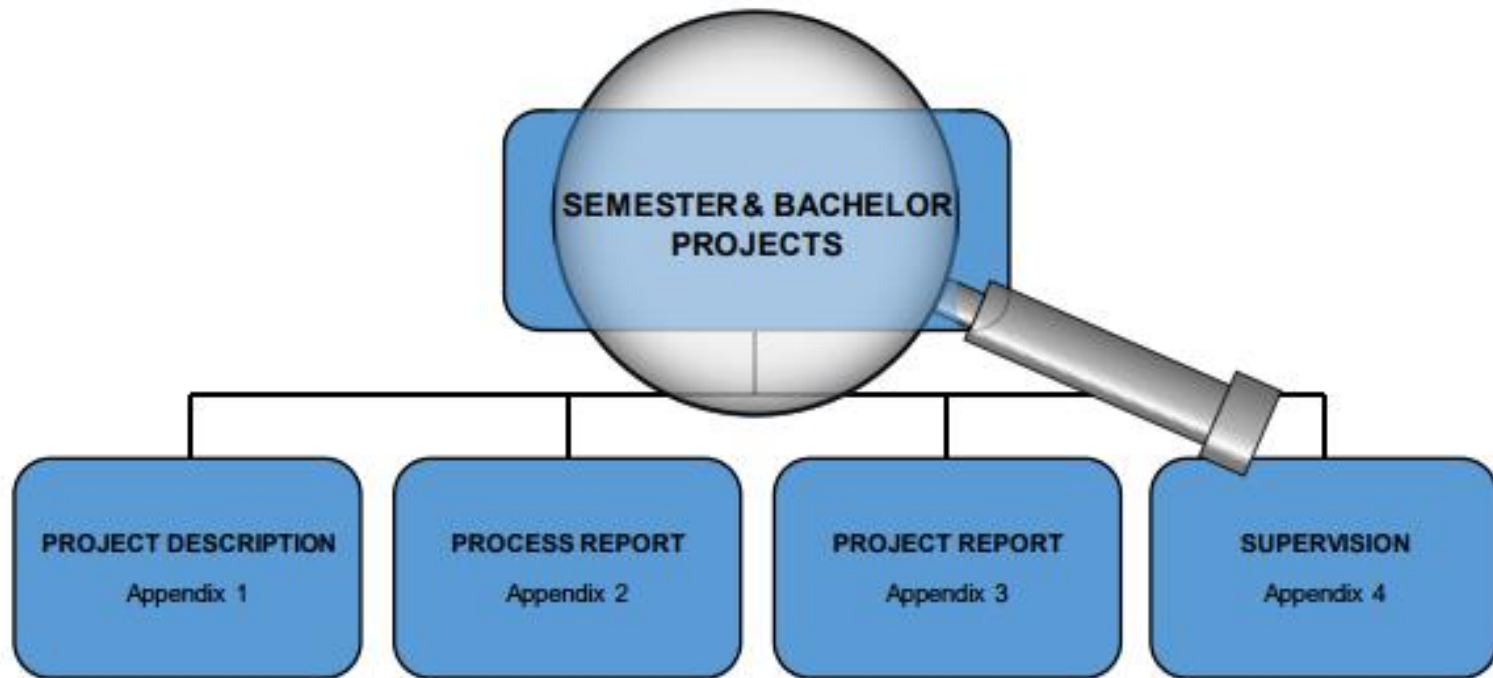– Source: Semester and Bachelor Projects, VIA Engineering Guidelines.

Overview

Figure 1. Structure of VIA Engineering Guidelines for semester and bachelor projects.

Hand ins

Deliverable	Deadline	Method of submission
Group Formation and Topic Selection	Semester week 3	determined by the supervisor
Project Description & Group Contract	Semester week 8	determined by the supervisor
Project Report & Process Report	Last day of the project period	WISEflow

Table 1. Overview of VIA Engineering project deliverables, deadlines and method of submission.

- PD and Group Contract: hand in week 14 (the week after Easter)
- Present PD Thursday week 15

Writing Style

Technical writing intentionally creates a distance between the author and the subject matter to emphasize objectivity. This is supported by avoiding the following:

- **Use of first person:** Use of first person (I, me, we, us) should be avoided in project descriptions. This is done intentionally to focus on the subject matter.
- **Emotive language:** Emotive language arouses feelings. It is therefore subjective rather than neutral. To promote objectivity, emotive language must be avoided.
- **Supported arguments:** Technical writing uses supported arguments. This means that information is referenced to other work. In addition, personal opinions are avoided.

Taking steps towards a 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

Revise your "old" BD

– Go to Gadget folder in Studynet and open your DSG Gadget on your computer **NOT** in browser mode

– Remove (and rewrite sentences)

1. Your solution from the text

2. All personal pronouns and subjective language

– Add specific references to your sources (if not already listed) - make sure they are supplied where relevant to support your statements.

In SEP groups

- Take turns to explain three things you changed in your BD.

    - Why did you change it and how have you written it now

For SEP1: The VIA Case

– Write a background description for SEP1 based on the case.

  – Do not mention your solution

  – Do not use personal pronouns, abbreviations or contractions

  – Support your arguments: you need at least 3 references to external sources. Prepare questions to librarians – see next slide.

– Define a purpose (why?)

Support your arguments

–   Prepare questions to the librarians: Which sources do you need to back up your statements in the background description.

   –   References to current similar solutions, tendencies in society/industry, statistics, articles and news, etc.

   –   You can start with IEEE and Google Scholar

–   Min. 3 references to external sources.

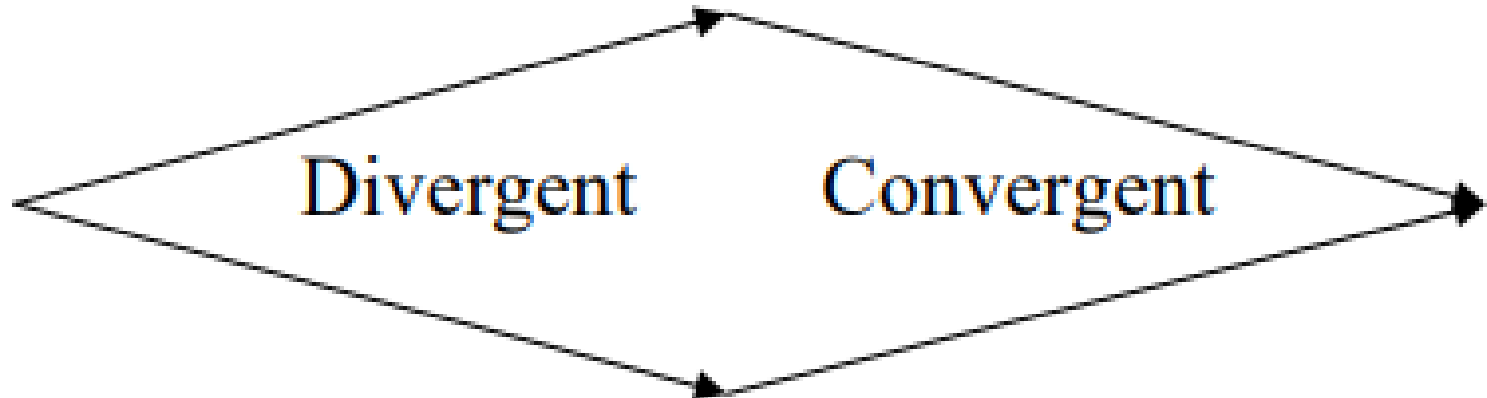–   The library is booked for you from 12:30-14:00 today.

Taking steps towards a 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

Problem Statement and Delimitation

- Define one overall problem for your SEP1 project describing the overall requirements and criteria for the solution

  - 3 to 5 sub problems: What do you need to find out (understand more about) in order to be able to make a solution that fulfils the wishes and meets the requirements from the end user(s)

- Make a delimitation of problems

  - You can only delimit areas that are described in the background description

Creative Processes

VIA University College
  Project Description
  15 March 2018

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How to Generate and Select Ideas

1. Brainstorm
2. Idea camp fire
3. Reverse brainstorm
4. What if
5. Six thinking hats

* See worksheet

For SEP1: Problem Statement and Delimitation

- Define an overall problem for your SEP1 describing the overall requirements and criteria for the solution

- Use one of the approaches in the worksheet to make a list with partial problems to be addressed or solved during SEP1

- Make a delimitation of problems (from background description)