

# TM470 guide

**A helpful guide to the module from your tutor....**

“Every mountain top is within reach if just keep climbing.” – Barry Finlay



## Becoming a graduate

TM470 will challenge you,  
remember just do your best and  
keep climbing.

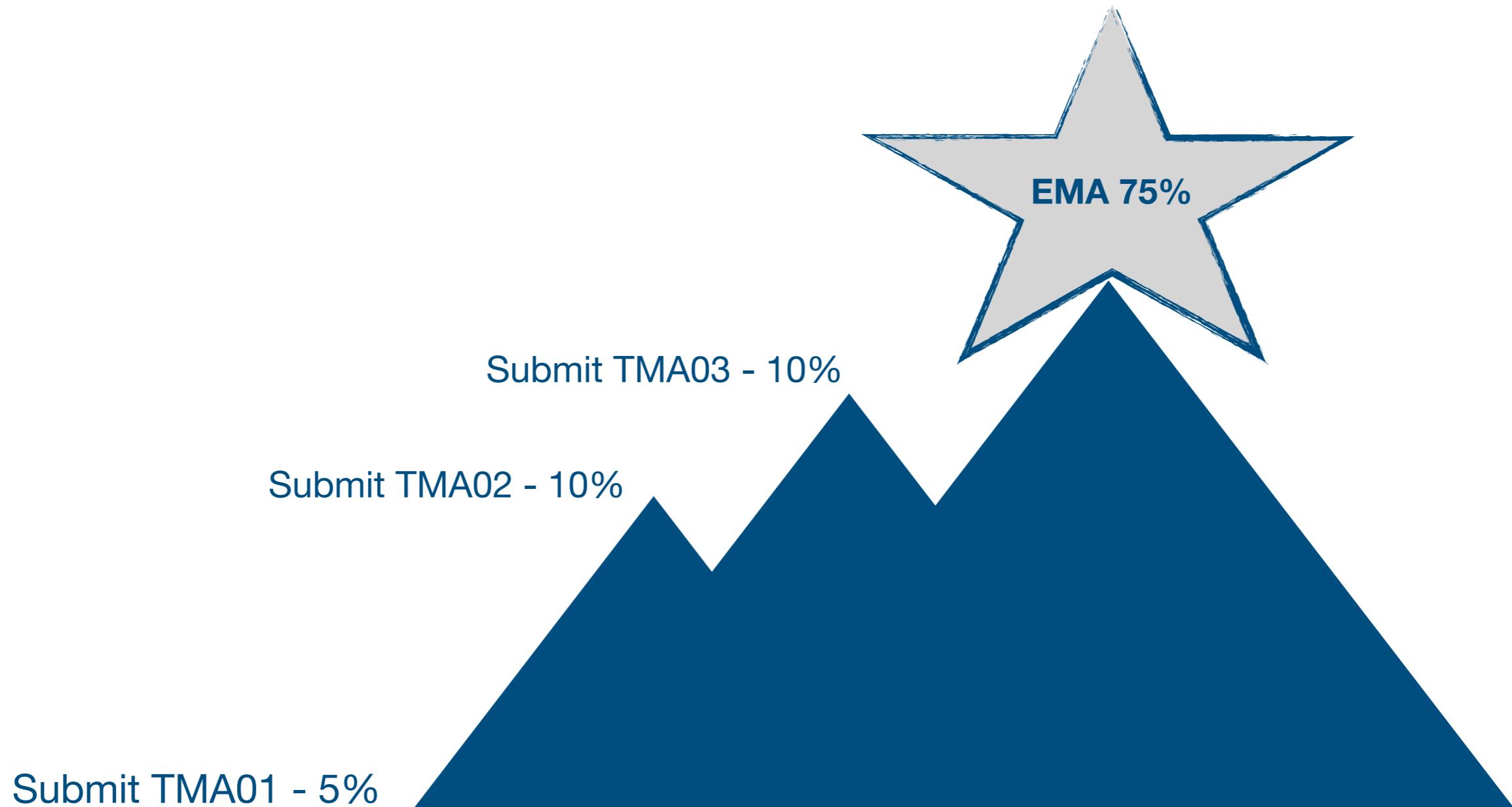


**TM470 student**

Advice:

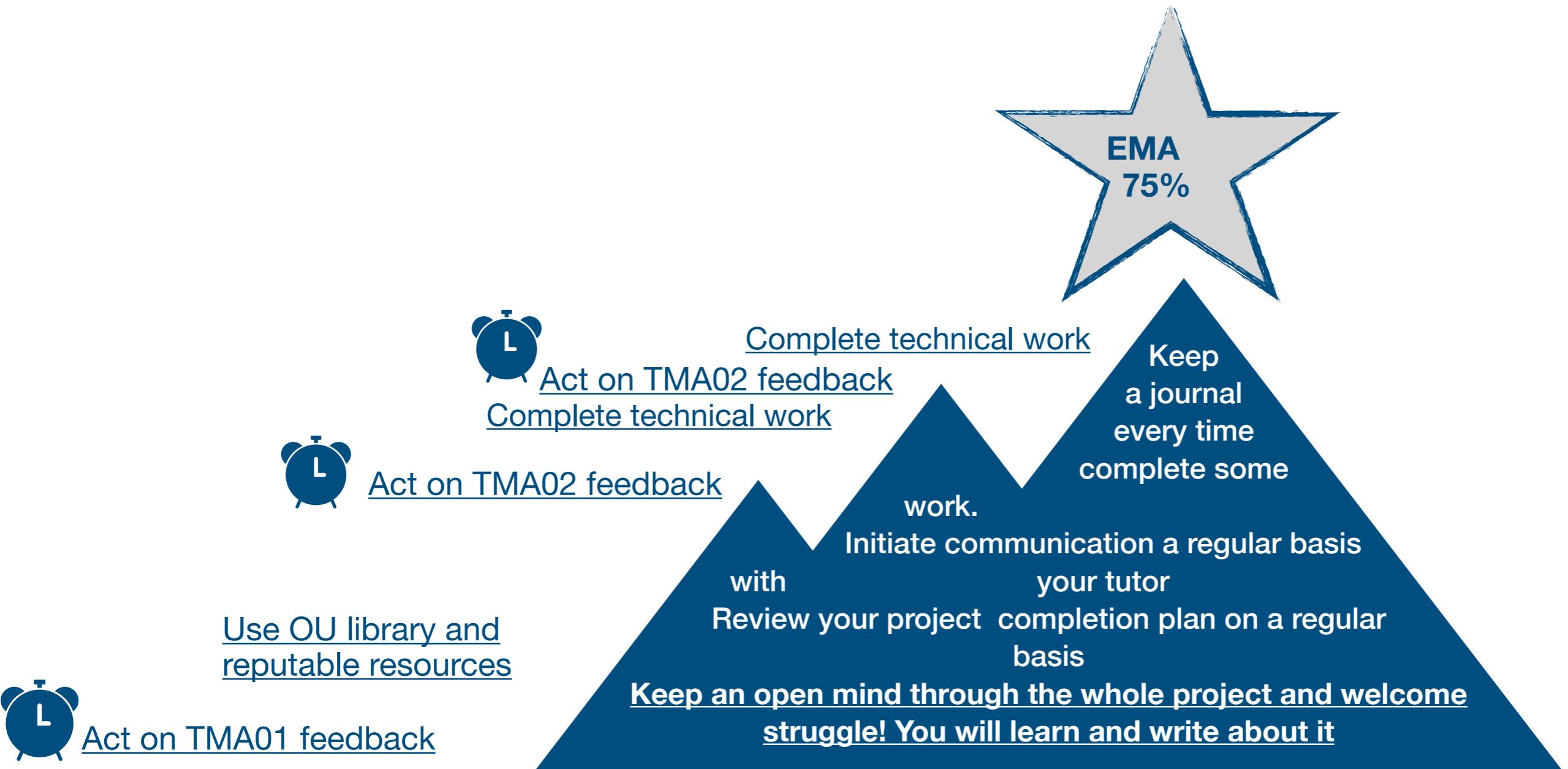
The marks for TMAs are indication of potentially achieving a high or not so high mark at the EMA.

The most important aspect is the feedback your tutor provides. Act on it!



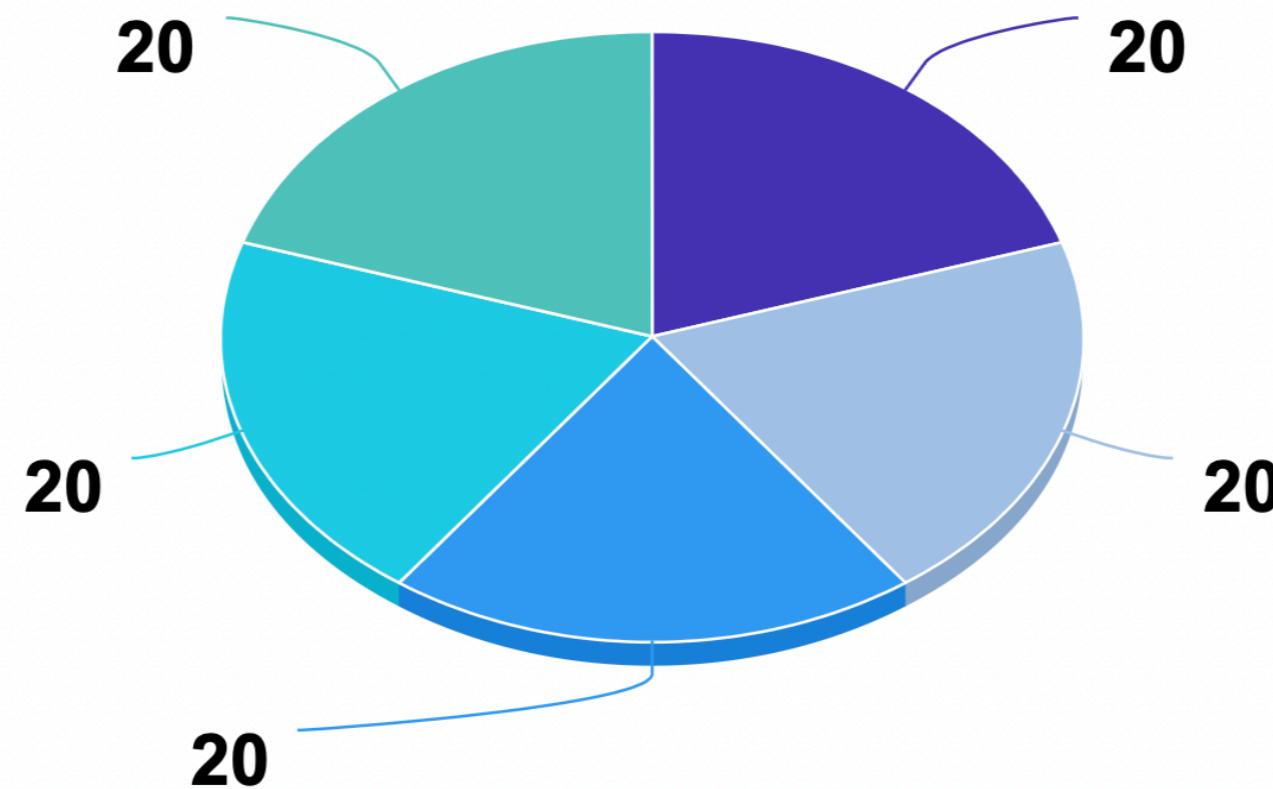
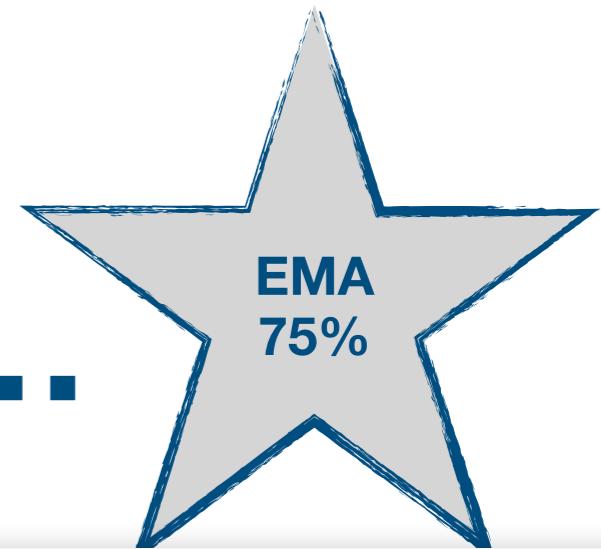
Preparation to TMA01 with your tutors help!

Advice:  
**Use online tools such as OneDrive, Google Docs, Github (private repo), project management tools from day one.....**



Getting organised and discuss problem ideas early with tutor face to face

# How to shine for the EMA...



- Identify and refine goals/ LSEPI/concerns
- Effective communication and use of reputable information sources.
- Demonstration of applying of technical concepts and practically produced a solution
- Critically review project and skills improvement
- Use of resources and project management

# Identify goals / LSEPIs/ Concerns EDI

## Through your project

- *Keep a history of the problem you are aiming to solve with the refined goals. Goals will be refined as we complete the project, it is a normal for TM470!*
- *Research any legal aspects and the social, ethical and professional issues in relation to your project. Any legislations will need to be discussed and referenced in relation to your project.*
- *Any concerns or lack of concerns in relation to equality, diversity and inclusions . Discuss this aspect.*
- Inclusive user interaction.
- Ethical research evidenced, discussed, with signed authorisation of participant for data collection and also license to use any data you have chosen.

# Effective communication and use for resources

## Through your project

- You may use unrepeatable resources such as “*stackoverflow*” and “*wikipedia*” to start some research or find out quickly about a solution. **Verify content using reputable resources and refer to those in all your assessment.**
- **Reputable resources:** original paper published about a technique, the help provided by the author of a library or software, White papers and standards, government and law provided by legal website (government sources).
- **Not so reputable, but can be useful:** stack overflow, wikipedia, blogs.... Verify the content against fundamentals and reputable resources. Many of these resources can have “hacky” solutions that are not suitable to demonstrate applications of fundamentals

# Effective communication and use for resources

## Through your project

- Write academically all your TMAs
- Structure your reports using clear headings, and subheadings suggested by the TMAs and EMAs. It will help you writing more focused content.
- Write well punctuated paragraphs, free of spelling and grammatical mistakes. [grammarly.com](https://www.grammarly.com) can help you with this aspect.
- Plan content using detailed notes. Then write the report, edit, edit and edit until it is academically written.
- Use references from reputable resources.
- Rely on tables, diagrams, example codes, images, and mathematical expression. Use caption to label them accordingly and refer to them in your textual content.
- Keep most relevant content in report content, but use annexes to provide more evidences. Refer to annexes in the textual content what, how and why the author need to read them.....

# Effective communication and use for resources

- Read <https://help.open.ac.uk/browse/study-skills/core-skills>

# Demonstration of applying of technical concepts and practically produced a solution

## From the start ...

- You must improve skills and knowledge from one **Level 3 module you have studied.**
- You must provide clear evidences of the skills and knowledge development. You must discuss what, how and why you have practically solve a problem.
- You must discuss and show how you have applied fundamentals:
  - Code
  - Screen shots of using Cloud technologies
  - Data structure (ERD, document-based model)
  - Mathematical models
  - Techniques to applied to a data pipeline
  - This list is not exhaustive

# Critically review project and skills improvement

## From the start ...

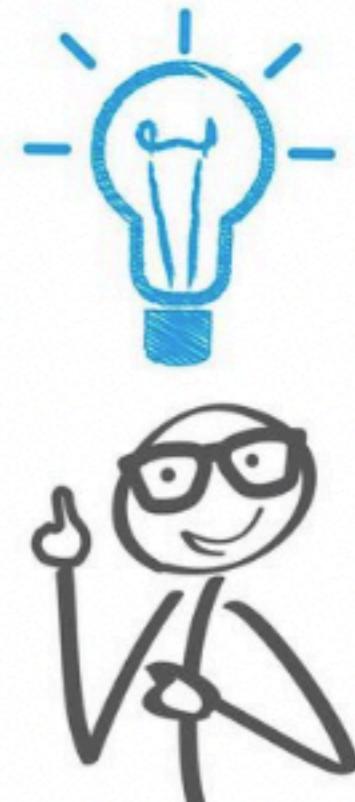
- Keep a journal of how, what, and why.
- What all the frustrations and the “alleluia” moments.
- Analyse those when writing the EMA report.
- Communicate on a weekly basis with your tutor (see suggestions) on group forum.
- Document and discuss how you have acted on feedback from TMAs. (On its own it is not enough).
- Use examples for the weekly communication from your tutor and use key examples in your EMA.
- **The feedback is to help you improve skills and knowledge. Welcome it as an opportunity to improve professionally. Do not be offended. Ask tutor to help you with the skill development. Act on it! :-)**

# Critically review project and skills improvement

You could use during the project this method ...

## A Better Approach

- **KISS** – Keep, Improve, Start, Stop Methodology
  - **Keep** – What are we doing that we should continue doing?
  - **Improve** – What are we doing that we should improve?
  - **Start** – What should we start doing?
  - **Stop** – What should we stop doing?



# Use of resources and project management

**This part is not just for show it helps really.**

- **Use of resources:** Detailed list with justification. It has to be more than the obvious.
- **Project management:** Produce an original plan. Keep copies of refinements and changes due to issues experienced through the project. It is expected.
- Read <https://www.projectmanager.com/blog/project-management-techniques-for-every-pm> and other suitable resources.
- Reflect on issues, what, how and why you have applied those changes.
- Analyse all your detailed notes before writing this part of the EMA and evidence it clearly with illustrative examples ....

# Use of resources and project management

This part is not just for show it helps really.

- **Agile methodologies:** Needs short sprints with evidence of retro - reflecting on achievements and needs - and planning next sprints.
- **Any iterative methodologies:** needs demonstrating you have repetitively use the steps over and over again.
- **TMAs and EMAs:** You must submit those assessment. It does not mean it structure your project work. So, be open minded to include writing those along side the other activities. But it does not dictate planning.

# Let's take a break



# Let's start my journal and reflect

Consider those questions and write your impression and reflections.

- What was your understanding and expectations before reading this document?
- What did you learn so far in these few slides?
- How differently are you going to approach TM470?
- Why are you going to approach TM470 in this manner? (Refer to the 5 aspects of TM470).
- Which strengths do think you are bringing in TM470?
- Which areas of improvements, skills and knowledge are you intended to develop further? (Technical, project management, and other professional skills,)

# Let's start my journal and reflect

Consider those questions and write your impression and reflections.

- How are you feeling about TM470? And why?
- Which one would you choose ... see below...



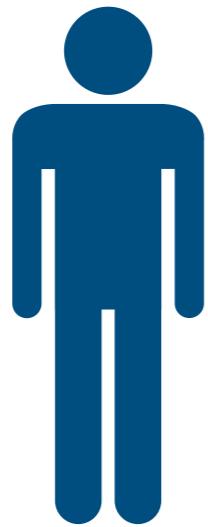
**How do you think you will feel when you reach the end of TM470?**



# Your tutor is a supervisor ....

They provide advices

They support you to  
overcome difficulties



They mark your  
TMAs and EMAs

They are happy to  
discuss solutions  
and issues with you  
too...

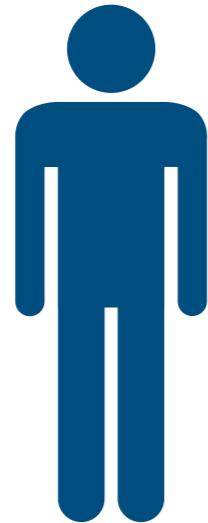
They are  
approachable  
individuals,  
who likes  
learning from  
you too....

They are interested to hear  
about your success and how  
you have overcome them

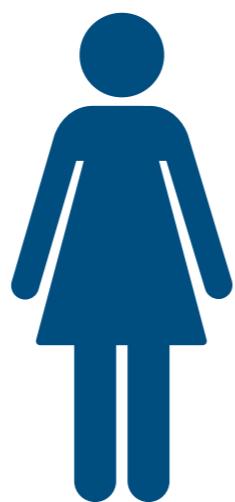
They provide  
feedback so that  
you can correct  
directions, if you  
need too

# TM470 students needs to

Initiate communication on a regular basis



Complete the weekly report and reflection to their tutors.



Take responsibility of choices.



Welcome and act on feedback - use KISS or other method.

Tell your tutor about your reading lists. They will be happy to know what you are reading....

Ask questions about every aspect of the module.

Tell tutors about project managements on a regular basis.

# Finally, TM470 is all about ...

