

GEP. Self-evaluation

Assignment 3: Budget and sustainability



Preliminary feedback (advice)

- To make this delivery it is recommended to read carefully these files:
 - Module 2.4 - Economic issues.pdf
 - Sustainability report English 2018.pdf
 - There are other files that expand on the information, but the ones above are essential.
- In this assignment, you will complete two related contents: a **budget** of the project and an initial part of the **sustainability report**.
 - You will be supported by suggestions on how to complete the **budget** and you will receive feedback from your GEP tutor, as in the two previous assignments.
 - For the section corresponding to the initial milestone of the **sustainability report**, you will receive a rubric that shows what is required for a mark of Excellent and a guide on the sustainability report (for the initial milestone and the rest of the bachelor's thesis milestones), and **you will not receive feedback from the GEP professors**. Content will be assessed in the evaluation by the supervisor/internal examiner for the initial milestone and by the bachelor's degree examination committee for the final milestone. Throughout the project, your supervisor/internal examiner can give you feedback.
 - » A guide for writing the sustainability report is in "Module 2.6 – Sustainability Analysis for the Bachelor's Thesis.doc" that you can find in the documentation relating to this assignment and on the FIB website in the section on the bachelor's thesis.
 - ▷ A Sustainability section is required in the initial milestone (coinciding with the GEP course). In this section, you should discuss economic, social and environmental dimensions but only at the level of the initial milestone (that is, rows I, in green, Figure 3 of the document "Module 2.6 - Sustainability Analysis for the Bachelor's Thesis.doc"). Use the questions that are set out in the "I" rows and the instructions given via Atenea.
 - ▷ The bachelor's thesis must have a section entitled Sustainability. In this section, you need to discuss economic, social and environmental dimensions according to the guidelines established in the document "Sustainability report English 2018.doc" (see Atenea). In the bachelor's thesis, the discussion begins by considering ALL the questions in Figure 3 and then addressing those that are relevant to your case.
 - ▷ Hence the Sustainability Report is completed gradually during the project.
- **Indications for drawing up the budget**
 - You can consider the budget as an independent element of project management, or as a quantitative element that could fit into the economic dimension of the sustainability report. Both approaches are valid.
 - Use the budget structure proposed in Slide 6 (Module 4 – Economic management.pdf), which proposes a budget with the following elements:
 - » An item for each task or activity, which is normally associated with the staff costs of the people who work there. Usually, there are as many budget items as tasks in your Gantt chart, resulting from the planning of tasks or activities. They reflect the concept of critical path analysis (CPA) in the recommended budget structure.
 - » General costs, that is, a list of costs that you should calculate together without specifying the figures for each activity or task. Some examples are costs of material, transport, space (rent, furniture, etc.), electricity and costs relating to other resources. For Hardware and Software, an item on amortisation is often required. They reflect the concept of general costs in the recommended budget structure.
 - » Contingency, which is considered an amount above the general costs to cover unexpected obstacles. It depends on the sector and the level of detail in the budget. In the case of the IT sector, rates of between 10% and 20% tend to be established.
 - » Incidentals, which are directly related to the impediments or obstacles that are identified in the first and second assignments. Specific incidentals must be included considering their likelihood of occurrence.

- **Cost estimates**
 - It is vital that you explain and justify the various items, so that it can be understood how they are calculated. They must be well justified.
 - Human resources spending tends to be estimated by assigning a specific cost per hour for each activity profile (project leader, analyst, programmer, etc.). A reference must be given (cite the source) to justify the cost per hour allocated to each profile, whether it is based on consultancy fees or gross salaries for a certain job profile. When staff salaries are calculated from the gross salary, the cost of social security payments must be included. In general terms, this means multiplying the gross salary by 1.35. **This is very important!**
- In **management control**, consider that you should describe in certain detail the procedures that you propose to control the budget. Beyond explanations of the procedures, you should define control indicators that help to supervise cost deviations during project execution (for further information see pages 13, 14 and 15 of the file "Module 2.4 – Economic management").
- When you draw up the sustainability report, do not forget to explicitly answer the questions set out in the Sustainability Analysis for the Bachelor's Thesis guide. You can access the survey using this link: [survey](#).

GEP. Self-evaluation

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NAME:

Assessment rubric



		Successfully attained (4)	Suitably attained (3)	Unsuitably attained (2)	Not attained (1)
Content	Budget. Identification of costs	All the elements (items) to consider in the budget estimate are described very clearly and included: staff costs by activity, generally calculated costs, amortisation, contingencies and incidentals. The budget includes specific items for each of the activities in the Gantt chart, at least for the costs of staff who are directly involved.	Most of the elements (items) in the budget are described reasonably well and included: staff costs by activity, generally calculated costs, amortisation, contingencies and incidentals. However, specific items for each of the Gantt activities are not included, at least regarding costs of staff who are directly involved.	Some relevant project execution costs are omitted (costs of staff by activity, generally calculated costs, amortisation, contingencies and incidentals) and there are no specific items for each of the activities in the Gantt chart, at least regarding costs of staff who are directly involved.	Most of the relevant budget execution costs are omitted and the budget is unacceptable.
	Budget. Cost estimates	The estimated costs are consistent and very well justified.	Most of the estimated costs are consistent even if their justification could be improved or is too brief.	Some or many of the estimated costs are not consistent and/or there is no clear justification.	Estimates are lacking or are very unrealistic.
	Budget. Management control	Mechanisms for controlling potential budget deviations are proposed and described with excellence. Numerical indicators for calculating deviations that facilitate control are also defined.	Mechanisms for controlling potential budget deviations are proposed and described reasonably well. Numerical indicators for calculating deviations that facilitate control are also defined.	Mechanisms for controlling budget deviations are hinted at, but they are not explained directly and there are no indicators of budget deviations.	No mechanisms for controlling budget deviations are considered or those that are included are insufficient. No numerical control indicators are included.
	Sustainability report	According to the indications given on the last page of this document (Sustainability report rubric), the student has completed the report and included the self-assessment resulting from the questionnaire, considering the three dimensions (economic, environmental and social). The content is not assessed, only whether the student has completed the report.	According to the indications given on the last page of this document, the student has completed the report and included the self-assessment resulting from the questionnaire, considering two of the three dimensions (economic, environmental and social). The content is not assessed, only whether the student has completed the report.	According to the indications given on the last page of this document (sustainability report rubric), the student has completed the report, considering one of the three dimensions (economic, environmental and social) or has not completed the self-assessment. The content is not assessed, only whether the student has completed the report.	The student does not consider sustainability in any way in his/her report.
Structure and style	Organisation	The document is structured excellently: logically, well formatted and with well-linked sections. The title page includes relevant data. The pages, tables and figures are numbered.	The document is structured quite well. There is room for improvement in some of these aspects: the logical order, links between sections, formatting, title page data and page, table and figure numbering.	There are aspects that can clearly be improved in some of the following areas: the logical order, links between sections, formatting, title page data and page, table and figure numbering.	The information provided does not seem to be organised. Many aspects could be improved. There is no rigour in the structure or in the formatting.
	Clarity	The content is very clear and ideas flow logically. There is no need to read a paragraph twice, because the writing style is very precise.	The content is clear and ideas flow logically. Despite minor problems, the document is readable.	Ideas do not flow logically. It is difficult to figure out what the text is saying. Some paragraphs need to be read twice to understand their meaning.	It is very difficult to understand the content. Ideas do not flow logically. Most of the paragraphs need to be read twice to figure out what they mean.
	Writing	The document is free of grammar and spelling mistakes.	Few grammar and spelling mistakes.	Some grammar and spelling mistakes.	The document is full of grammar and spelling mistakes.

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Assignment 3: Budget and sustainability

Final feedback



Budget. Identification of costs	Once again, I miss some level for further precision regarding human costs. Amount of 'unexpected costs' included in table 1.2 does not match with previous explanations
Budget. Cost estimates	
Budget. Management control	WHY ???
Organisation	
Clarity	
Writing	

(Continue in next page to see some additional advices for Sustainability report...)

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Assignment 3: Budget and sustainability

"Sustainability report rubric" (advice). The GEP professor will not provide feedback on this rubric. It is a guide for you.

Use this rubric, which corresponds with what is requested in the Sustainability Analysis for the Bachelor's Thesis guide for the initial milestone of the bachelor's thesis, to discuss the topics that are proposed and know what is required to obtain a mark of Excellent.



		Successfully attained (4)	Suitably attained (3)	Unsuitably attained (2)	Not attained (1)
Contingut	Self-assessment of the current domain of sustainability competence	Answer the survey (can be done anonymously) accessible from the following link: https://bit.ly/3wZjPLw Once answered write a summary (300 words) summarizing the conclusions of the self-evaluation.			
		The summary shows an excellent level of reflection and analysis related to your self-evaluation. Good analyse of strengths and weaknesses.	The summary shows an expected level of reflection and analysis related to your self-evaluation. There is a minimum analyse of strengths and weaknesses.	The summary shows a poor level of reflection and analysis related to your self-evaluation. No conclusions regarding strengths and weaknesses.	There is not a self-assessment or it is really poor.
	Economic Dimension of the sustainability matrix*: Reflection	Rate according to the level of debate generated on the following questions or items of reflection: <ul style="list-style-type: none"> Regarding PPP: Reflection on the cost you have estimated for the completion of the project Regarding Useful Life: How are currently solved economic issues (costs...) related to the problem that you want to address (state of the art)?, and How will your solution improve economic issues (costs ...) with respect other existing solutions? 			
		All the items that are described above and apply to the project are considered adequately.	Most of the items that are described above and apply to the project are considered.	There are many items described above that apply to the project, but are not considered.	Many items from those described above are not discussed, despite applying to the project.
	Environmental Dimension of the sustainability matrix*: Reflection	Rate according to the level of debate generated on the following questions or items of reflection: <ul style="list-style-type: none"> Regarding PPP: Have you estimated the environmental impact of the project? Regarding PPP: Did you plan to minimize its impact, for example, by reusing resources? Regarding Useful Life: How is currently solved the problem that you want to address (state of the art)?, and How will your solution improve the environment with respect other existing solutions? 			
		All the items that are described above and apply to the project are considered adequately.	Most of the items that are described above and apply to the project are considered.	There are many items described above that apply to the project, but are not considered.	Many items from those described above are not discussed, despite applying to the project.
	Social Dimension of the sustainability matrix*: Reflection	Rate according to the level of debate generated on the following questions or items of reflection: <ul style="list-style-type: none"> Regarding PPP: What do you think you will achieve -in terms of personal growth- from doing this project? Regarding Useful Life: How is currently solved the problem that you want to address (state of the art)?, and How will your solution improve the quality of life (social dimension) with respect other existing solutions? Regarding Useful Life: Is there a real need for the project? 			
		All the items that are described above and apply to the project are considered adequately.	Most of the items that are described above and apply to the project are considered.	There are many items described above that apply to the project, but are not considered.	Many items from those described above are not discussed, despite applying to the project.

* For more information, see the "Sustainability report.pdf" document.