

ENGR90037
Engineering Capstone Project
Continuous Assessment
Semester 1, 2020

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Assessment Task 1 – Baseline Plan for Your Capstone Project

Assessment out of: 15 Marks

Due: 11:59 PM on Friday 24th April

There are two parts to this Assessment Task: a team part for which one submission per team is required, and an individual part for which each student should complete the online Quiz. Both parts of the Assessment Task relate to the planning and management of your Engineering Capstone Project.

1. Team Baseline Plan (10 Marks in total for 1.1, 1.2, and 1.3)

A single PDF should be submitted by the team for this part of the Assessment Task. It should lay out the baseline plan for your team Capstone Project, including the following sections:

1.1 Charter (5 Marks – Lecture 1, Weeks 2, 3, and 4)

A Charter is basically a contract describing who will do what, for whom, by when, plus some other essential information. Check Lecture 1 slides from Weeks 2, 3, and 4 for guidance.

You should download and use the Skeleton Charter provided in the LMS web site (Lecture 1 – Week 2)

If your Charter is much longer than four to five pages, that may be a signal that you are putting in too much unimportant material.

1.2 Gantt Chart (3 Marks – Lecture 1, Week 3)

Your Team Gantt Chart should show all the tasks of your Work Breakdown Structure, and the planned start date and finish date for each task. Milestones should be indicated on the chart. The Gantt Chart must clearly indicate which tasks are on a Critical Path for your Capstone Project (that is, tasks with zero total float). The information should be presented clearly, and the reader should be able to find all information conveniently. Page layout is important – you may need landscape layout for this section.

1.3 RACIX Matrix (2 Marks – Lecture 1, Week 3)

Your Team RACIX Matrix should show who is accountable for each task, also who is responsible for helping, and whether any stakeholders need to be consulted or informed. For tasks requiring signoff it should show which stakeholders will approve the deliverable.

2. Individual Submission (5 Marks in total for 2.1 and 2.2)

Every student should log in to the Canvas LMS and complete the online quiz for this part of the assessment. Multiple attempts are allowed. However, do not SUBMIT your response till you are satisfied you have the final version. Only one submission is normally permitted.

2.1 SWOT (3 Marks – Lecture 1, Week 3)

Referring back to the RACIX Matrix in the Team Submission, concentrate ONLY on the tasks for which you are accountable. In relation to each of the tasks for which you are accountable:

- (a) Indicate whether the task is on a Critical Path (has zero total float)
- (b) Explain the entries in the “Consulted”, “Informed”, and “Signoff (X)” columns – why were stakeholders selected for those roles (or not selected)?
- (c) Assess the Strengths, Weaknesses, Opportunities, and Threats (or particular risks) considering you and your responsible teammates who will be working on the task. Based on your SWOT assessment, how will you ensure the task is completed on time, on budget, and up to expected quality?

2.2 Team Management (2 Marks – Lecture 1, Week 3)

From the end of Lecture 1, Week 3, read the “Twelve Habits of Great Teams”.

- (a) Out of the twelve habits, how many does your team practice?
- (b) What is the single most important thing you consider could be changed to improve the performance of your team? Briefly explain how you think your proposed change would improve team performance.

General Risk Assessment

Note that your General Risk Assessment must also be submitted to your supervisor. Attach the GRA as an Appendix to Task 1. However, your supervisor will provide feedback on your GRA submission, and you must revise it and resubmit till it is completely satisfactory. It will not be marked as part of Assessment Task 1.

The Risk Management part of your Project Charter is a brief summary of the main risks in your Capstone Project. The Risk part of your Charter may be guided by your General Risk Assessment and management, but it is a separate document for a different purpose. The Charter should include only the project risks that need to be managed to ensure success of your project, and need to be drawn to the attention of your supervisor.

Assessment of Task 1:

NOTE: Your Project Supervisor will be marking Task 1, so please check whether your Supervisor has any specific expectations or guidelines for you.

In general, the markers will be looking for:

- Insight into the principles of planning projects and managing teams
- Brevity with clarity – keep it as short as possible, but no shorter.
- Professional standard of presentation – your work should be neat and well organized. It should be suitable for submission to a senior manager. See the separate document on “Professional Standard of Presentation” within the Assignments section of the web site.
- ***Make sure you understand and follow the Academic Integrity Guidelines at <https://academicintegrity.unimelb.edu.au>***