

**Mark Sheet**
**Project Proposal**
**COMP**
**CSSE**
**DECO**
**ENGG**
**METR**

<b>Student Name:</b>			<b>Student Number:</b>			<b>Supervisor:</b>		
<b>Grade Band</b>	<b>Topic Definition (20%)</b>		<b>Background (30%)</b>		<b>Project Plan (25%)</b>		<b>Presentation (25%)</b>	
<b>Excellent (85-100%)</b>	There is no doubt about the intended coverage and contribution of the thesis. Includes a project outline and clear statement of purpose. Substantial evidence of initiative.	20	Demonstrated mastery of the material in the topic area. Judicious selection of source material. Most helpful in understanding the rest of the document.	30	A well justified, comprehensive and feasible list of milestones (with resources and duration) and a complete and accurate risk assessment. Strong evidence of initiative and self-reliance.	25	Excellent structure, so a pleasure to read. Neat, professional presentation. A correctly formatted bibliography appropriately referenced. No spelling grammar or punctuation errors.	25
		19		28		24		
		18		26		22		
<b>Very Good (75-84%)</b>	Clear intended coverage and contribution of the thesis. Clear outline and statement of purpose. Some evidence of initiative.	17	Mastery of the material in the topic area. Aids in understanding the rest of the document.	25	A justified, comprehensive and feasible list of milestones (with resources and duration) and a mostly-complete risk assessment. Evidence of initiative and self-reliance.	21	The report has good structure which helps comprehension. The presentation is neat and professional. A bibliography with occasional errors or inappropriate referencing. Insignificant spelling, grammar or punctuation errors.	21
		16		23		19		
<b>Good (65-74%)</b>	Shows intended coverage and contribution of the thesis. Includes outline and statement of purpose.	15	Covers most of the material in the topic area and demonstrates some understanding. Aids in understanding rest of the document.	22	A somewhat justified list of tasks with resources and duration is presented. An appropriate risk assessment is included.	18		18
		14		20		17		
<b>Satisfactory (50-64%)</b>	Shows some intended coverage and contribution of the thesis. Partial project outline and statement of purpose.	13	Covers some of the material in the topic area and demonstrates some understanding. Some aid in understanding rest of the document.	19	A somewhat justified list of tasks with resources and duration. A risk assessment is included.	16	The report may be poorly structured in places, but still able to be understood. Presentation is neat but minor errors are present.	16
		12		17		14		
		11		15		13		
<b>Poor (25-49%)</b>	Little indication of intended coverage and contribution of the thesis. Poor attempt at project outline and statement of purpose.	10	Incomplete coverage of the material in the topic area. Shows limited understanding of the material in the topic area. Little help in comprehending the rest of the document.	14	A weakly justified, partial list of milestones. No risk assessment included.	12	The report is lacking in structure, and becomes hard to understand. Presentation is untidy. The bibliography has many formatting errors, with poor referencing style.	12
		9		13		10		
		8		11		9		
		7		10		8		
		6		8		7		
<b>Very Poor (0-24%)</b>	No indication of intended coverage and contribution of the thesis. No project outline and statement of purpose.	5	No understanding of the material in the topic area. Not related to the rest of the document. Includes work without academic merit.	7		5		5
		3		3		3		
		0		0		0		
<b>Initial Mark : / 100</b>			<b>Comments:</b>					
<b>OHS risk assessment Pass/Fail</b>		<b>Late Penalty :</b>						
<b>Final Mark: / 100</b>			<b>Supervisor's Signature:</b>			<b>Date:</b>		

For School of ITEE thesis project courses commencing after 1 January 2012.

After entering results on the ITEE Project database return  
this completed form to the ITEE Coursework Studies Office - 78-425 for archiving.

## Project proposal (10%)

**Rationale:** Each student must write a project proposal which clearly defines the thesis topic, presents a review of relevant background material and an assessment of the impact of previous work on the current project. Importantly, the project proposal should state the purpose, aims, coverage and relevance of the project, risk assessment and a project plan for its completion. All background and related material should be appropriately referenced and appear in a bibliography.

**Delivery:** There is no set format or length of the project proposal, and this should be discussed with the thesis supervisor. Using the format of the final thesis will assist in the integration of the material from the progress report into the final thesis. The length of actual text (excluding title pages, tables of content, etc) is usually around 15 pages. The project proposal should be submitted electronically as directed in the course profile. A printed copy should also be handed in directly to the supervisor. The project proposal will be marked by the supervisor against the project proposal marking criteria.

## Details

**Topic, goal and relevance (20%):** A clear definition of the topic, goals and relevance will leave the reader with no doubt about the intended coverage and contribution of the thesis. The definitions should include a project outline and clear statement of purpose. Student initiative should be demonstrated.

**Review of background and related work (30%):** Background material for the thesis will most likely include a review of the literature in the area of the thesis, perhaps material from texts and previous theses that cover the background theory, and a review of prior art where applicable. This review should not only help the reader understand the rest of the document, but should illustrate to the reader a mastery of the material in the topic area, demonstrated by appropriate depth and coverage of material reviewed, and by the successful comparison and discussion of the different material presented. The supervisor also indicates the degree of independence by which the relevant background is identified and mastered. Indirectly, the initiative and the ability of the student to find the relevant literature is tested. Note: Work without academic merit will not be marked (e.g. copied material even if properly referenced, not rephrased, synthesized and incorporated in the proposal).

**Project plan (25%):** The project plan should consist of a well justified, comprehensive list of logically ordered tasks with logical milestones – each clearly relating to the project aims. Progress made so far should be articulated in relation to the plan. Each task should be assigned expected resource requirements (if any) and durations. Any risks (not just OHS risks) to the project/schedule must be identified. An OHS risk assessment must be completed before any practical work commences and be included in the project proposal. The proposal should demonstrate analysis capabilities, creativity and self-reliance of the student in identifying the project plan.

**Presentation (25%):** The document should be well structured and easy to read. The presentation needs to be succinct and concise, without spelling mistakes or errors of grammar. The report must demonstrate appropriate referencing to a correctly formatted bibliography.

## Occupational Health and Safety (OHS) Risk assessment (Pass/Fail)

An unsatisfactory (failing) OHS Risk Assessment results in a mark of 0% for this project proposal.

Risks involved in any laboratory/practical work must be thoroughly analysed and the risk assessment included as a **separate section ‘OHS risk assessment’** in your project proposal. It is your responsibility to check with the supervisor the hazard level and safety procedures in the laboratory you are assigned to

<http://www.itee.uq.edu.au/etsg/>

If you work in a **Low risk laboratory** your OHS risk assessment can be limited to a statement that you work in the Low risk laboratory covered by general OHS laboratory rules. Your overall risk assessment should still identify non OHS risks to your project/schedule.

If you work in either a **Medium or High risk laboratory** you should make a thorough risk analysis of the work specific to your project. Consult your thesis and lab supervisors for advice on that before you start working in the lab.