# Task

To complete a Detailed Project Proposal covering the chosen project problem.

This will be presented in the form of a structured report, and include a simple Gantt Chart showing the current proposed work plan for the 300 hrs. available in undertaking the Project Module

# Requirements

The Detailed Project proposal requires the following elements as part of the structured report.

* A finalized description of the problem that the project proposes to address
* A detailed description of the solution identified. This should reflect the concluding summary of the Literature Review undertaken in Assignment 2 and should reflect the major sub-tasks that make up the solution.
* Precis of a post Literature Review discussion with the project supervisor. This should detail the key discussion points of the conversation and particularly reflect any differences in opinion, approach, or concerns raised by either party.
* Description of the resources and skills that you need to develop or acquire prior to the project being undertaken
* A list of the key stakeholder groups that would be influenced by the project
* An assessment of the risk associated with the undertaking of this project
* An assessment of the risk due to the project outcomes or artefacts being developed and implemented, fully and successfully in a real-world environment
* A statement of what you consider will be a successful outcome to your project
* A Gantt Chart defining the proposed project timescale covering the 12-week (300 hour) Semester B timeframe
* Statement of whether you do or do not require ethics approval for the project and reasoning for that decision, either way

# Purpose

The purpose of this assignment is to allow you, with the support of your supervisor, to identify in detail all aspects of the project. Specifically, the problem to be addressed, the proposed solution or solutions to be considered, the resourcing and skills to be used, an analysis of risk and an understanding of the workload and schedule to be followed.

At least one project supervision meeting must be arranged during the assignment period. Part of this assignment requires that a detailed discussion of the supervision meeting be précised and reported.

# Description

For this assignment, a detailed project proposal on your chosen project idea is required. Follow the details given in the outline below from which to construct the structured report.

# Outline

The detailed project proposal needs to conform to the following format

1. Introduction

Describe the project idea in up to five sentences.

The project idea may well have modified during the Literature Review process, this is perfectly normal. The description should identify the main project problem and any supplemental or sub-problems that will also be considered as part of the project scope.

1. Proposed Solution

Discuss solution (hypothesis) in up to 300 words.

This section should reflect the findings in the summary of the literature review undertaken in Assignment 2, or there should be a justification for why the findings outlined in the Literature Review are discarded in favour of a different approach. This section will be a concise and complete statement of the solutions to be used to answer the problem posed in the Introduction.

1. Supervisor Meeting Discussion

This section should be a short precis of up to 200 words.

This section précises the dialog at a supervision meeting. It should focus on the discussion related to your proposed solution, identifying any areas where the two parties considered different options and ideas and how any differences in opinion were resolved. The précis should also identify any additional work proposed by the supervisor.

1. Preparatory Work

This section of the report should provide:

1. A single paragraph on each tool, technique, system, application or language that you propose to use on the project.

For each, a statement of your current capability is needed, plus whether the you propose to improve that knowledge prior to commencing the project work

1. A single paragraph identifying any hardware, peripheral or software systems needed to undertake the project.

A description of how you plan to acquire the resources identified.

1. Stakeholders

List each stakeholder and describe role in no more than two sentences.

In this section, provide a complete set of stakeholder groups to which the project is relevant. This includes those involved in the specification, development, design, use and maintenance of any artefact or outcome from the project.

1. Risk – during project implementation

A table of identified risks

This section requires details of the perceived risks associated with all stages in the implementation of the project solutions identified. Reference the lecture on Risk for guidance on what to consider in this section. Each risk listed must include a measure of the likelihood of occurrence, consequences of occurrence and consideration of how to mitigate.

1. Risk – due to implementation

A table of identified risks

This section requires details of the perceived risks associated with post implementation of the project to be stated. This should reference the list of stakeholders in section 5 and consider whom these risks apply too. Reference the lecture on Risk for guidance on what to consider in this section. Each risk listed must include a measure of the likelihood of occurrence, consequences of occurrence and consideration of how to mitigate

1. Statement of Success

This section should be up to 300 words in length.

This section allows you to define the purpose of the project in terms of your desired learning outcomes. By success, we are NOT measuring the success of the artefacts as complete systems or experiments, but what you consider to be successful in terms of the knowledge you will acquire through undertaking the project.

Please reference the learning outcomes in the module guide where relevant.

**Note**: that the success of the report in achieving a good grade must provide evidence of the delivery of these learning achievements.

1. Project Plan

In addition to the report, you will need to provide a project plan in the form of a Gantt chart.

This should show a level of detail that divides tasks into suitably descriptive sections of work as deemed sensible by your supervisor. The plan should identify any prerequisite tasks linked to dependent tasks, and some indication of review milestones should be visible on the diagram. Each task should be suitably labelled, and its duration indicated and clear.

1. Ethics

This section should be up to 100 words in length.

Finally, a statement is required identifying a need or not for ethics approval.

If ethics approval is required, this statement should indicate

* what information is to be elicited from third parties as part of the study?
* who these third parties are (in general role based terms, rather than specific individuals)?
* how it is proposed to use this information as part of your study?

If you do not feel you require ethics approval, this statement should indicate

* what are the key information sources underpinning the study?
* has consideration for the need for third party discussion been made?
* a statement on the decisions that lead to discarding the need for the use of third parties

# Marking Scheme

The following table provides a grade breakdown. These criteria will be applied when grading the structured report.

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| --- | --- |
| **Introduction**  A valid and well-defined specification of the project problem is required. The description should make it totally clear what the issue to be addressed is.  *The supervisor will award full marks if this is achieved, any ambiguity or lack of clarity will be marked down.* | 5 |
| **Proposed Solution**  A valid solution should be presented relevant to the problem defined in section 1, reflecting either (i) the summary in the Literature Review, or (ii) a new solution with a reasoned argument for that change.  *The supervisor will consider the relevance and detail in the solution presented in arriving at the grade.* | 15 |
| **Supervisor Meeting Discussion**  The précis should be a true and concise reflection of the discussion held with the student.  *The supervisor will consider the quality of the contribution to the discussion, ideas presented and accuracy of the precis in reflecting the discussion in awarding marks. If no meeting is held, 0 marks will be awarded.* | 5 |
| **Preparatory Work**  The skills and resources identified need to be relevant.  *The supervisor will provide marks based on the suitability of the skills and resource requirements chosen.*  For each requirement, the current expertise and investment in improving skills needs to be honestly expressed and realistic in the time allowed.  *The supervisor will award marks dependent on an evaluation of the current level of expertise and whether the proposed increase in skill expressed is realistically achievable.*  The resource requirement also need to be detailed within realistic limits.  *The supervisor will consider grades based on the achievability of the resources required being available* | 5  10  5 |
| **Stakeholders**  This list needs to consider all roles that may be influenced by the artefact(s) generated on this project.  The descriptions must define the role of each stakeholder group in relation to the artefact.  *Supervisors will award marks based on the range of stakeholders, ensuring that all stakeholders are defined.*  *Marks will also be awarded for the definition of the stakeholder roles and their relevance to the artefact/outcomes identified.* | 10 |
| **Risk – during project implementation**  The tabulated collection of specified risks must be relevant to the implementation of the project, each instance must include a definition of how the risk can affect the project, detail a measure of the likelihood of occurrence and how the student proposes to mitigate its effects.  *The supervisor will award marks based on the range of risks considered.*  *The supervisor will award marks based on the complete and accurate definition of the validity of the risk relating to the project, the accuracy of the occurrence likelihood and the consideration of mitigation affects* | 5  10 |
| **Risk – due to implementation**  The tabulated collection of specified risks must be relevant to the effect of the solution, each instance must include a definition of how the risk can affect stakeholders taken from the list in section 5, the text should also detailing the outcomes on the stakeholder.  *The supervisor will award marks based on the range of risks considered.*  *The supervisor will award marks based on the complete and accurate definition of the validity of the risk relating to the implementation of the solution and the correct and accurate definition of those roles affected and how.* | 5  10 |
| **Statement of Success**  This section needs to identify the ACADEMIC learning the student will achieve over the duration of the project. This should cover where the project will provide deeper understanding of CS principles and both topic areas touched upon during the degree programme and new topic areas. For each, use practical aspects identified from the project plan to indicate how this learning is to be achieved.  *The supervisors will award marks based on the quantity and depth of learning the student aspires to during the project. Full marks will be awarded if the learning is supported by sensible identification of practical tasks that support the claim that learning is to be achieved.* | 20 |
| **Project Plan**  The project plan should be a snapshot of the students current plans covering the 300 hours of time allocated to the project module.  The plan should be in the form of a simple Gantt chart. It should consider the prerequisites between tasks, determine completion of interim artefacts or key components of artefacts, cover all subtasks discussed in the remainder of the report and include relevant milestones at which the project is reflected upon and reviewed or meets a critical point in terms of its delivery.  *The supervisor will award marks based on the completeness, readability and cohesive structure of the plan in relation to the detailed proposal. The identified components need to be present and suitable applied to achieve full marks.* | 10 |
| **Ethics**  The ethics statements need to following the details described in the outline, dependent on the choice of whether or not to apply for Ethics approval.  *The supervisor will award marks based on the validity of the responses against the criteria in either case.* | 5 |