

Kingston University Assignment Brief

School of Engineering

Module Code:	EG5016B
Module Title:	<i>Exploring Engineering Project Management</i>
Assessment Title:	<i>Assignment 2 : Reflective Action Plan</i>
Assessment Type: Summative (% of module) or Formative	<i>Summative – This assignment is worth 30% of your module grade.</i>
Set By (Name and Contact Details):	<i>Constance Gnanasagaran, Room RVMB211, constance.g@kingston.ac.uk]</i>
Submission Deadline:	<i>15 January 2026, 23:59</i>
Formal Feedback Release Date:	<i>13 February 2026</i>

PURPOSE OF THIS ASSESSMENT / WHAT IS EXPECTED

Assignment 2: Reflective Action Plan

You are required to reflect on your experiences during this module using Gibbs' Reflective Cycle. The reflective cycle should guide your thoughts through Description, Feelings, Evaluation, Analysis, Conclusion, and Action Plan for each section.

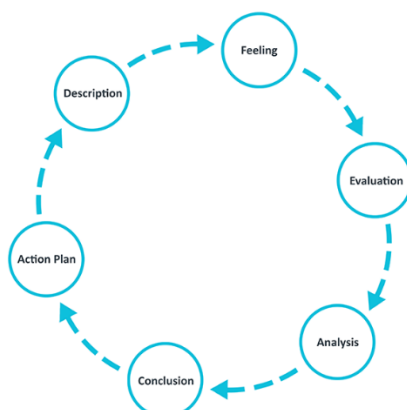


Figure 1 The Gibb's Reflective Cycle

Please focus your reflection on the following four key areas:

1. Teamwork and Collaboration in Explore

Reflect on your experience of working collaboratively within your project group during the Explore module. Consider how you contributed to the team, the roles you took on, and the ways in which you engaged with others to move the project forward. Think about what this revealed about your strengths in areas such as communication, leadership, adaptability, and problem-solving, as well as any challenges you faced in managing group dynamics. If you previously **completed Agile Project Management (APM)** training or gained project management knowledge in Level 4, explain how you drew on these skills to navigate the demands of Level 5 Explore. If you have not completed the APM assessment, reflect on the project management strategies you found most effective during the module (for example, planning, prioritisation, or delegation). In your action plan, outline how you will continue to develop your ability to collaborate effectively and apply project management strategies in academic and professional contexts.

2. Assessment Centre

If you attended the Assessment Centre, reflect on your experience and the feedback you received. What did it reveal about your strengths and areas for development?

If you did not attend, reflect on a similar group task or team-based challenge completed during the module (e.g. group presentation, project planning session, team activity). Focus on how you performed in a pressured or time-limited setting, how you contributed to the group, and what you learned about your interpersonal and leadership skills.

In your action plan, outline how you plan to improve in future group-based or professional assessment scenarios.

3. Live Brief and Industry Mentorship

Reflect on your experience working with a live brief and engaging with your industry mentor. Emphasise how the mentorship facilitated the development of key skills such as problem-solving, adaptability, and collaboration. Consider the impact of stepping outside your comfort zone, particularly in addressing challenges that extended beyond your discipline. Reflect on how these experiences contributed to both your personal and professional growth, expanding your capacity to think critically and adapt in dynamic environments. In your reflection, outline a clear action plan detailing how you will continue to apply and enhance these skills in your future career development.

4. Overall Explore Experience

Reflect on your overall experience in the Explore module, including your experience learning Project Management (PM), Quality Management (QM), Systems Thinking (ST), as well as participation in future skills workshops, industry panel events, the live brief, and mentorship. Consider how these experiences have contributed to the development of your graduate attributes. Additionally, reflect on the UK-SPEC competencies you covered and how these skills and attributes will support your professional development. Conclude by considering how these experiences will enhance your employability in the future, and how they have changed you as a person.

Word limit – 2000 words.

Referencing and citation requirements (if applicable) : You are expected to refer to the indicative bibliography of the module provided in Canvas and the additional bibliographic sources suggested in the lecture notes. In addition, you must undertake your own appropriate further reading and research in relation to the matters addressed in this coursework brief. Evidence of independent reading and research will be rewarded. A list of References must be presented at the end of the report listing all bibliographic sources cited.

LEARNING OUTCOMES

The following module learning outcomes are tested in this assessment:

The following module learning outcomes and professional body learning outcomes are tested in this assessment:

1) Demonstrate the ability to critically evaluate your own personal development through reflection on your progress and goals. (B18)

ASSESSMENT CRITERIA

The assessment of your submission will be based on the following weighted assessment criteria as given below. Assessment criteria are reproduced in Canvas in a rubric.

Specific Criteria (Marking Scheme)	Marks Available
Content and Depth of Reflection	30
Critical Thinking and Self Awareness	20
Action Plan	20
Application to Future Career	20
Clarity of Writing and Organisation	10
	Total = 100%

FURTHER INFORMATION ABOUT THIS ASSESSMENT

Submission guidelines and mitigating circumstances

All assignments must be submitted by the date and time specified above.

You are required to submit an electronic PDF copy of your completed assignment via the Assignments section of Canvas and follow any specific instructions. Any change to this instruction will be advised via Canvas.

In line with University Regulations coursework submitted up to a week late will be capped at **40%**. Coursework submitted after this time will receive 0%.

In case of illness or other issues affecting your studies please refer to the [University Mitigating Circumstances and Extensions Regulations](#). Please note that once you have submitted your work you have judged yourself fit to undertake the assessment and cannot usually claim mitigating circumstances retrospectively. Please refer to the Mitigating Circumstances Regulations for more information.

Guidance on avoiding academic assessment offences such as plagiarism and collusion can be found in the [Digital Learning and Tools](#) module on Canvas – see Academic Integrity.

Can I use Generative AI (GAI) as part of this Task?

Default use of GAI: you are permitted to use Generative AI for the following purposes:

- Support spelling, punctuation and grammar.
- Support ideation.
- Create a structure or outline for the assignment.
- Support research for the assignment (identifying sources, search).
- Take the role of a constructive critic.
- Aid understanding.
- Produce media artefacts to support the assignment where the artefacts are not the primary focus of the assessment.
- Perform basic image / media editing encompassing cropping, noise reduction, sharpening, enlarging, compression, changing format type and adjusting lighting.

Please note: all of the core writing, creativity, arguments, analysis and reasoning must be your own.

For further details on this GAI Assessment category please see:

Student Guide to GAI at Kingston University 2025/6 in the [Digital Learning and Tools module in Canvas \(Generative AI section\)](#).

Do I need to declare my use of GAI tools?

Yes, if you use Generative AI for any part of your assessment, you must declare this. This applies to all assessments including those in the default and explicit categories.

For this assignment the declaration should be provided at the end of the submission with the heading 'Acknowledgement of GAI Contribution'. This declaration should include a statement on the use of generative AI including the extent of use, and how it was used as part of all stages in creating the final submission.

For assessments that fall into the explicit category (does not apply to the purposes listed in the Default category), any GAI content included in the assignment, e.g., a quoted paragraph of text or an image, should be properly cited as with any non-GAI source.

Further guidance on completing this acknowledgement is provided in the [Digital Learning and Tools module in Canvas \(Generative AI section\)](#).

You will also need to read and accept the similarity declaration when submitting an assignment in Canvas.

Academic skills support

For help and advice on this assessment, please contact the assessment setter/s or the module leader. For advice on academic writing and referencing, please contact the Faculty of Engineering, Computing and the Environment (ECE) [Academic Success Centre](#) (SASC). Trained staff and students will give you guidance and feedback on assessments. SASC can be contacted by email: SASC@kingston.ac.uk – see the SASC website for details of drop-in sessions.