UNIVERSITY OF
LINCOLN

School of Computer Science
Assessment Package Briefing Document

Title: CMP3753M Project Assignment 1 (Project Work in Progress)	Indicative Weighting: 20%

Learning Outcomes:

On successful completion of this assessment package a student will have demonstrated competence in the following areas:

[LO1] Devise aims and objectives of a feasible project, identifying appropriate methods, tools, techniques, timescales and deliverables

This assignment takes the form of a 'Work in Progress' (WiP) document and an accompanying poster. The emphasis for both this, and the Project Report document is on working independently, with the support of a supervisor, to achieve a set, feasible aim. The WiP template is based upon the ACMSIGCHI Extended Abstracts template, and as such, proposes a format which is commonly used for WiP submissions at academic conferences.

In this assignment, you should produce:

1. A **project WiP**, specifying a clear, specific, academically justified, and appropriately scoped aim and set of objectives. In addition this document should include a review of project progress. This review may address questions such as:
   - Are the milestones/objectives being met?
   - What have you achieved so far?
   - Is the timescale that was proposed too ambitious?
   - Do the objectives for the project need to be modified slightly to take account of any issues which may have arisen?
2. A **poster** which illustrates your project basis and progress. The requirements for the poster are included separately to the assessment briefing document.
3. **Ethical Approval** documents which outline the ethical considerations you have made when developing your project.
   a. You must read the information regarding ethical guidelines available in the Assessments section of this modules Blackboard site. The EA1/EA2 forms are here for download too. After discussion with your supervisor (and maybe others), you must complete the required EA forms and these must be submitted as part of assignment one. EA forms are subject to the approval of the second marker. If the second marker expresses ethical concerns, the EA forms will then be referred to School members of the College of Science Ethics Committee. *No final mark for this complete module will be recorded unless and until ethical approval has been granted at School level.*

By undertaking the Project, you should work independently to fulfil objectives you have identified and, through this process, are expected to demonstrate the application of practical and analytical skills, innovation and/or creativity, and the synthesis of information, ideas and practices to generate a coherent problem solution.

The generation of a problem solution (or artefact) that represents an output from the software (or systems) development life cycle (*SDLC*) is a key requirement of the Project.

This assignment, the Project Work in Progress, will take the form of a written document submitted electronically to Blackboard. It should be noted that the project WiP is not a substantial piece of work – it should be brief, and to the point, but it does require considerable thought and analysis. The WiP is submitted in the first semester and must include the following sections:

1. **Abstract** An abstract outlining the project basis, its aims, work carried out and to be undertaken.
2. **Introduction** An introduction, of no more than 300 words, which explains the background and rationale for carrying out the project and sets out why the project is relevant and beneficial with respect to the particular programme of study (Computer Science or Games Computing). You should seek the advice of your supervisor to ensure that your project topic is appropriate for your programme of study.
3. **Aims and Objectives** The aim of the project and the objectives which must be met in order to achieve this aim. The aim is decomposed into several objectives. Meeting these objectives will contribute to achieving the stated aim.
4. **Academic Literature** A review of at least five pieces of academic literature which you have identified as being directly relevant to the project. This should establish the context and rationale for your study and to confirm your choice of research focus/question. This section is to be no longer than 500 words and needs to be a coherent, single body of work. (Note: This section is a precursor to a more comprehensive review of the academic literature which will form part of the project report).
5. **Project Plan and Risk Analysis** A documented project plan which encompasses the whole of the timeframe for the project and shows timescales and milestones for achieving each of the project objectives. This may take the form of a Gantt chart. The level of granularity for this plan will be no more detailed than one week. The Risk Analysis should identify and explain the specific risks, assign likelihood and assessed impact to each risk and set out how each risk might be managed or mitigated. Generic risks (e.g. illness, loss of data, IT problems etc.) are common to all projects and should NOT be included here.
6. **Review of Progress** This section should include an assessment of how the project is progressing. Are the milestones/objectives being met? What have you achieved so far? Is the timescale that was proposed too ambitious? Do the objectives for the project need to be modified slightly to take account of any issues which may have arisen? These are just some points which may be addressed while you review the progress of your project - there may be others! This section should be around 500 words.
7. **References** A list of references, in accordance with the University of Lincoln Harvard Referencing Guide.

Useful Information

Project supervisors will be allocated by the beginning of week 1. A recommended schedule for the first meetings with your supervisor is given below:

Week 2, agree on the project to be undertaken. Discuss the project aim and objectives.
Before next meeting, send draft aim and objectives to supervisor by email.

Week 3, review draft aim and objectives. Discuss literature search methods and techniques. Discuss project specific risks.
Before next meeting, send draft risk mitigation plan to supervisor by email.

Week 4, review draft risk mitigation plan. Discuss EA forms.
Before next meeting, send completed EA forms to supervisor by email, for comment.

Submission Guidelines

The deadline for submission of this work is included in the School Submission dates on Blackboard.

An electronic submission is required for this assignment. The WiP document should be submitted through the Assignment 1 submission area. The poster and EA forms should be submitted in the Assessment 1 Supporting Documents section.

This module is graded using a criterion reference grid. You should be clear in your understanding of the grading principles; if you are not, please seek the advice of your supervisor.

Hand In Instructions

See hand in schedule.
DO NOT include this briefing document with your submission.