NOTTINGHAM TRENT UNIVERSITY

School of Science and Technology

COURSEWORK ASSESSMENT ELEMENT

MODULE CODE	**:**	COMP30151
MODULE TITLE	**:**	Project
MODULE LEADER	**:**	Dr Thomas Hughes-Roberts
TUTOR(S)	**:**	All Staff
COMPONENT	**:**	1 of 2
TITLE	**:**	Project Planning Document
LEARNING OUTCOMES		
ASSESSED	**:**	M1, M2, M3, M4
WEIGHTING	**:**	Failure to submit the PPD will reduce project mark by 10%

DISTRIBUTION DATE **:** Monday 3rd October 2016

SUBMISSION DATE **:** 5pm on Friday 28th October 2016 (Teaching Week 4)

SUBMISSION METHOD **:** NOW drop-box

NOTE **:** The usual University penalties apply for late submission and plagiarism. Please consult your student handbook for further details.

I. Assessment Requirements

Introduction

Project Planning Document (PPD) outlines the plan for the Final Year Project where the project is already defined in project proposal and approved by the project supervisor. Project planning is the key to completing a project successfully. Creating a project plan is the first thing you need to do when undertaking any kind of project. The Project Planning Document describes the objectives, working assumption, project phases, dependencies, deliverables, professional issues and the risk assessment for the project.

**This document will be marked by the project supervisor to give an indication of the standard but the final weighting for this component will normally be in line with the overall project standard. (An exception might be where the project is not completed.) The PPD must be included in the project report as an appendix.
If the PPD document is not submitted or is not submitted to an acceptable standard, the final mark will be the project report mark out of 100 minus 10% of that mark. (e.g. a report mark of 60% will result in an overall project mark of 54% if the PPD document was not submitted or done satisfactorily)**

Submission

Electronic submission

You must submit an electronic copy of your project planning document (PPD). Use the drop-box facility within the Final Year Module on NOW. Note: After the closing submission deadline, this drop-box will close and an alternative drop-box – classified as LATE SUBMISSION – will be available for late submissions.

Only Portable Document Format (PDF) and Microsoft Word Document (DOC or DOCX) can be submitted as part of your electronic PPD submission. Please note that the entire PPD should be saved as one file only. To create a PDF version of your PPD, you can use WORD (or alternatively OpenOffice). Name your report file <id number>_PPD e.g. N01234567_PPD.pdf.

II. PPD Specification

It is expected that the document should have a minimum of 8 and a maximum of 12 A4 side pages, prepared using double line spacing with Verdana 10pt Font. Note: this document must be included in the final project report as an appendix.

Identify clearly the objectives of the project and plan out what needs to be done. Write this up in the following format:

1. Introduction – topic, project background, project scope and rationales for doing the project. Explain what will be covered in the project:
    a. Explanation of the topic and project overview.
    b. Demonstrate familiarity with the background literature.
    c. Placed in a wider context.
    d. Reason for and general implications of the project for the subject as a whole.

2. Aims and objectives of the project - Describe what this project will achieve and deliver:
    a. States clearly the aim and objectives of the project.

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      b. Objectives must follow the SMART (Specific, Measurable, Achievable, Realistic and Time Bound) methodology.

3. Project Scope, milestones, main tasks and deliverables - describe (in reasonable detail):

      a. The types of deliverables that are in scope and out of scope.

      b. The major functionality of the project that is in scope and out of scope.

      c. Project milestones, main tasks and deliverables (this should include Review Point 2, Demonstration and Project Report).

4. Sources of information and resources required:

      a. List of resources (e.g. software, hardware, companies, people) that can be used to meet the scope of the project.

      b. List of sources of information required to conduct the project.

5. Project risks:

      a. Anticipate with justification any cause which may "derail" your project plan and what are proposed to recover the situation.

6. Evaluation of professional, social, ethical and legal issues – of relevance to the project:

      a. Discussion of the impact of **all four** areas of PSEL relevant to your project. Explain why some areas have high or low impact and how you intend to address the impact in each area. Areas that can be covered are quite broad, such as any area of computing related legislation (Computer Misuse Act, Data Protection Act, Freedom of Information); areas that impact on society (home, education, workplace); the misuse of the project results for criminal activities, welfare and surveillance; or consideration of area related to the project accessibility and possible intellectual property may be arise from your work.

7. Gantt Chart - a graphical representation of what tasks are to be undertaken and when:

      a. Duration of tasks against the progression of time.

      b. Project milestones (including main deliverables), effort and timescale for the project.

III. Assessment Criteria for Report and Demonstration

The PPD will be assessed by your project supervisor. A marking grid (document 'Marking Scheme for Project Planning Document') will be used to record the assessment.

IV. Feedback Opportunities

Formative (During the coursework)
Feedback on Project Proposal;
Verbal feedback on project progress & draft PPD extracts;
Meetings with Supervisor.

Summative (After you've submitted the coursework)
Feedback at Review Point 1 and on marking sheet for Project Planning Document (document **'Marking Scheme for Project Planning Document'**);
Feedback provided for your PPD can improve your project development and report.

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IV. Academic Irregularity, Referencing and Citation

The final year project is of course subject to the University regulations relating to academic irregularities. By virtue of enrolling as a student of the University you have agreed to abide by the University Code of Conduct which encompasses academic misconduct. Types of Academic Misconduct are specified in Appendix 1 of the 'Nottingham Trent University Academic Standards and Quality Handbook Section 17B' (http://www.ntu.ac.uk/current_students/document_uploads/112656.pdf). These types include Plagiarism, Collusion, Falsifying Data, Contract Cheating and Dishonest Practise.

For a guide to referencing and citation see the Library and Learning Resources 'Referencing and Plagiarism' web pages at
http://www.ntu.ac.uk/llr/developing_skills/what_is_referencing/index.html , and the 'Citing References' guide on this web page
http://www.ntu.ac.uk/llr/document_uploads/66061.pdf .
Either the Harvard System (author-date e.g. Dow (1964)) or the Scientific Numeric System (Author-number e.g. Dow [1]) can be used.

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