

Week PO

## Project organization

Methodology, Modelling, and Consulting Skills  
The University of Edinburgh

# Assessment

Working together as a group you should produce:

1. A report (1 page executive summary, 10 pages technical report)
2. A presentation of 10 minutes.

**Worth 50% final mark of MMCS.**

# Groups

## Four people per group

- ▶ You must sign up for your group on learn before the end of the day.

# Executive Summary

- ▶ One page.
- ▶ Accessible to the customer and others in the organization.
- ▶ Self contained document: can be read and understood independently of any other document.
- ▶ Something that a busy executive without technical knowledge can read and have an overview of what has been done and its likely impact.
- ▶ It could give, for example:
  - ▶ Main conclusions.
  - ▶ Any important assumptions made.
  - ▶ Next steps to implement or further studies to do.

# Technical Report

- ▶ 10 pages maximum (appendices included).
- ▶ It could give:
  - ▶ Analysis of the problem.
  - ▶ Models considered and the justification.
  - ▶ Results.
  - ▶ Conclusions and recommendations.

# Presentation

- ▶ 10 minutes plus 5 minutes of questions.
- ▶ To the manager who is **not** technical expert.
- ▶ It is up to your group to decide who gives this presentation (one single person or shared).
- ▶ All people in the group should be prepared to answer questions after the presentation.
- ▶ If you are not present you will not receive a grade

# Timetable

- ▶ Week 6:
  - ▶ Monday: Project start
- ▶ Week 7:
  - ▶ Group work, Meetings
- ▶ Week 8:
  - ▶ Group work, Meetings
- ▶ Week 9:
  - ▶ Group work, Meetings
- ▶ Week 10:
  - ▶ Group work, Meetings
- ▶ Week 11:
  - ▶ Report deadline (Monday 27 November, 16:00).
  - ▶ Presentations (Tuesday 28 November)

# Interaction

## During lectures and workshops

- ▶ with the customer
- ▶ with the advisor

You are **not** required to meet!



# Where to get help?

## As before ...

- ▶ OR Base
- ▶ Piazza

## Detailed questions

- ▶ Meeting with the advisor

## General problems

If we notice recurring problems, we will ...

- ▶ ... give a short lecture,
- ▶ ... write additional handouts.

Let us know about topics!

# Warning!

The problem is very difficult and open!

We do not expect you to “solve” it.

We expect you to ...

- ▶ ... find out and describe the requirements,
- ▶ ... make a reasonable suggestion what to do,
- ▶ ... give arguments why this is a good way to proceed,
- ▶ ... do computations to show that your approach is promising.

This might mean ...

- ▶ ... simplifying the problem,
- ▶ ... solving restricted versions of the problem,
- ▶ ... ?