

Milestone 03: Mid-project Review

This submission is worth 20% of your total module mark.

Summary

In this milestone you will complete some of your introduction, draft your literature-technology review and plan your evaluation.

You have access to the relevant parts of our project marking criteria. You should mark your own work and keep re-drafting until you think you have a good score. Only then should you submit.

After submission, lecturers will mark your work using the same criteria you have access to and give you feedback.

You **MUST** pass the Mid-project Review, in order to continue with the same project. If you do not pass the Mid-project review, you will be allocated a Quick Start Project by the supervision team.

What do you need to do to complete this milestone?: Step by Step

- 1) Download the MSc Project Report Template_v04
- 2) In the **Introduction Section** of the report template, follow the guidance and complete the tasks under the following headings
 - *Research Question or Problem statement*
 - *Aims*
 - *Objectives*
- 3) In the **Technology - Literature Review Section** of the report template, follow the guidance and complete tasks under the following headings
 - *Literature Review* (if it is relevant to your project - **ask your supervisor!!**).
 - *Technology Review* (this is compulsory).
- 4) In the **Methodology Section** of the report template, follow the guidance and complete the tasks under the following headings
 - *Project Management* , including *Table 1* and *Table 2*.
- 5) In the **Results Section**, under the *Evaluation* heading, answer the question “**How are you going to evaluate your project aims and your artefact?**” in no more than 250 words.

- 6) Download the **Mid-project review marking file** (excel file) and open it. This is a protected file that you can only edit in certain places.

Begin by entering the following information. Your:

- Student Name
- Student ID
- Project Title
- Programme (e.g., MSc Data Science, MSc Computing, MSc Web Development)
- Supervisor

The next step is to grade your work by selecting radio buttons for thirteen different assessment criteria. For example, criterion 01 (shown in Figure 1), asks you to “*Select an option that best represents your attendance, timekeeping, engagement and preparation for supervision meetings.*”

01) Select an option that best represents your attendance, timekeeping, engagement and preparation for supervision meetings.						Score
<input type="radio"/> Excellent	<input type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Adequate	<input type="radio"/> Inadequate	<input checked="" type="radio"/> No Submission	SELECT AN OPTION HERE

Figure 1: Criterion 01

There are six options to select from and each option has an associated comment. You will need to select the comment that best represents your performance against the criterion (see Figure 2 as an example).

01) Select an option that best represents your attendance, timekeeping, engagement and preparation for supervision meetings.						Score
<input type="radio"/> Excellent	<input type="radio"/> Very Good	<input type="radio"/> Good	<input checked="" type="radio"/> Adequate	<input type="radio"/> Inadequate	<input type="radio"/> No Submission	SELECT AN OPTION HERE
EXCELLENT: Consistently attending all scheduled meetings with the supervisor. Always punctual, and consistently displaying a highly prepared and organised approach. Demonstrating exceptional leadership skills by gradually assuming the lead role in meetings, effectively guiding discussions and driving productive outcomes.	VERY GOOD: Regularly attending scheduled meetings with supervisor, on time, and consistently arriving prepared with relevant materials and information. Actively participating in meetings, providing valuable input, and contributing to discussions. Demonstrating increasing confidence and initiative during meetings, occasionally taking the lead on certain agenda items.	GOOD: Attending most scheduled meetings with supervisor, generally arriving on time and adequately prepared. Generally participating in meetings, offering input, and engaging in discussions when prompted. Occasionally displaying signs of taking initiative or assuming a leadership role during meetings.	ADEQUATE: Attending the majority of scheduled meetings with supervisor, but occasionally arriving late or unprepared. Showing minimal participation in meetings, with limited contributions to discussions. Rarely demonstrating any initiative or willingness to take the lead during meetings.	INADEQUATE: Consistently failing to attend scheduled meetings with supervisor or frequently arriving late and unprepared. Rarely participating in meetings, showing disinterest or lack of engagement. Never taking the lead or demonstrating any initiative during meetings.	NO SUBMISSION: This criterion has not been met.	0.76923

Figure 2: Making a selection.

Complete this process for the remaining twelve criteria to complete this task, and when you have finished marking your work, **save the file**.

MARKS

The choices for each criterion have an associated mark. The maximum mark for this milestone is 20. Once you have completed the marking process, your self-assessed mark can be found on **row 63**, at the very end of the marking tables.

Is your self-evaluated mark too low?
Go back over your report draft, improve it and **re-mark it!**

- 7) When you have completed tasks 1 through 6, to what you think is a satisfactory standard, upload your **draft report** and your **Mid-project review marking file** to the Milestone 03 submission point on Moodle. Your supervisor will then conduct the same exercise and mark your work using the same marking file.

Your supervisor will then contact you to discuss your feedback, outcomes and marks for this milestone.

End :-)