Faculty of Engineering and the Built Environment

ENGG3500, Managing Engineering Projects

Brief for the Minor Assessment Item #03
(Project Ethics Plan)

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1. Introduction.

This is a *Group Assessment Item* for each ENGG3500 Project Team.

2. Assessment aim:

The aim of this minor assessment task is to help prepare you for Major Assessment (Part B). Major Assessments A and B are based around the project your Team has devised for the whole course.

- This minor assessment helps ensure you are on the right track with those major tasks.
- Your work on this item will (ultimately) form part of your Team's Major Assessment (Part B), so this Minor Assessment is an opportunity to submit the plan for feedback which you can then incorporate into your major assessment.

3. Instructions:

Your Team is to present your project's Ethics Plan for your chosen project to your tutor (who will, in effect, represent your client).

Your presentation is to define the ***actual*** values and principles that will shape the decisions your Team will make with respect to your current project. You are to include project-specific details on, but not limited to, the following items:

1. ***Integrity***. How will you actually demonstrate integrity, honesty, reliability and truthfulness?

2. ***Competency***. What measures you will actually take to ensure your Team's professional proficiency and competency?

3. ***Leadership***. What you will do to actually demonstrate leadership in the areas of reputation management, trustworthiness, accountability and communication?

4. ***Engagement***. How will your Team actually engage responsibly with the community and other stakeholders?

5. ***Health, safety and wellbeing***. How you will you actually practise engineering such that you foster the health, safety and wellbeing of the community and the environment?

6. ***Present & future needs***. What will you actually do to balance the needs of the present with the needs of future generations?

Please Note: **We are NOT looking for a list of generic statements** that could be equally applied to any random project,

- Rather, your presentation **MUST** be in terms of the reality/context of your specific project. If you Team gives generic statements (for any of the 6 items above) your work will be considered in this way:
  - o If you do not give a **contextual** description then your Team will receive zero marks for that item. See the Marking Rubric for further details.

Your Team has <u>10 minutes</u> to present your proposal to the tutor.

- Also, <u>every single Team member must speak, and for an equal amount of time</u>. One Team member also needs to introduce and conclude the presentation.

There is no set format for your presentation, but you must adhere to these constraints:

- Your total presentation has a 10-minute time limit.
    - The tutor will tell you to stop at 10 minutes.
    - If your Team does not complete the presentation within the allotted time, then your professionalism mark will likely suffer.
- You need to present to your tutor as if they were your client (ie: professionally)
- You are to use PowerPoint slides (only) to support each section of the presentation (with only one PPT file permitted, per Project Team)

4. Compliant submission requirements:

To be considered compliant, your submission must meet these criteria:

- The name of your "*as-submitted-file*" must follow this file-naming convention:
    - Your file's name must include details of the assessment number, as well as your <mark>**Team Leader**'s name & Student Number,</mark> for example:
    - "*ENGG3500_May_2018_Minor_Assessment_Item_#03_Name#_C12345678*"
    - If we download something that is simply called "*Minor #03*", or anything else that makes it impossible to work out which Team "owns" that particular submission, then we will assume you don't want your presentation queued for you on the day? So, if you can't present your work, you won't receive any marks. Thus, you should have no doubt that it is your Team's responsibility to ensure that anyone who downloads your file can quickly and easily recognise which Team it belongs to.
- You are to submit your Team's PPT file (via Turnitin), and before the due time/date (as defined in the Approved Course Outline).
    - Before the start of your tutorial, your tutor will be given your as-submitted PPT file (from Turnitin), and it is this file that you are to subsequently use in your presentation.
    - Your Tutor will not have the ability to upload any PPT file from any medium other than Turnitin.
    - Please NOTE: There is absolutely no leeway in terms of accepting a submission after the closing date and time. As such, you should consider this time-deadline a critical aspect of your work as a Team.

If your Assessment Item is deemed "Non-Compliant", then <mark>your whole Team</mark> will be considered to have submitted a non-compliant assessment item, and you will score:

- Zero marks for this Minor assessment (for your whole Team), and
- Your own Assessment Submission Factor (ASF) will be adversely effected. (See the Course Outline for details on how to calculate your ASF)

5. Due date:

The due time and date for this assessment item are listed within the approved Course Outline.

6. Marking:

Each member of your Team will receive the same mark for the Team's overall presentation.

7. Marking Rubric:

The Marking Rubric is provided via Blackboard.

PLEASE NOTE: Within the Marking Rubric, the words "*Evidence of further research*" refers to the inclusion of detail beyond that which is presented in the lecture notes.

- To achieve a Distinction or High-Distinction, your Team should conduct independent research into the elements of your Project Ethics Plan and incorporate that higher level of understanding into your explanation/description of the element at hand.