



Faculty of Engineering and the Built Environment  
**ENGG3500, Managing Engineering Projects (2018)**

## **Brief for the Minor Assessment Item #02**

### **(Project Proposal)**

5<sup>th</sup> March 2018

## 1. Introduction.

This is a Group Assessment Item for each Project-Team.

## 2. Assessment aim:

The aim of this minor assessment task is to help prepare your Team for Major Assessment A.

Major Assessment A is based around the project your Team devises for the whole course.

- This minor assessment helps ensure that you are on the right track with your work.
- As such, each part of this minor task does not have to be fully comprehensive (as they would be for Major Assessment A); however, you do need to show enough detail, such that it is very clear (to your tutor) that your Team understands where you are headed.
  - For example: this assessment requires only three key tasks to be included in the Work Breakdown Structure (but the Work Breakdown Structure required in your Major Assessment A needs to be much more comprehensive)

## 3. Instructions:

In your tutorial session, your Team will verbally present a part of your Team's project proposal to your tutor/tutor-group (who will, in effect, represent your client/key-stakeholders).

Your proposal is to include:

- The project charter: project description, project purpose/justification, project objectives and success criteria
- A requirements analysis: identification, analysis, prioritisation
- A scope management plan Part 1: scope definition, scope management approach, roles and responsibilities
- A scope management plan Part 2: project deliverables, a Work Breakdown Structure diagram that includes three key tasks
- A stakeholder management strategy
- A chosen project management methodology: why your Team has chosen this methodology and its advantages with respect to your project

Note that you should not present a completed template for these components; rather, you should use the templates provided to *guide* you on required content. Tables or diagrams within the PM templates may be useful to include in your presentation; it's up to you to show what is relevant, with respect to your Team's chosen project.

Your Team has 10 minutes to present your proposal to the tutor. Also, every single Team member must speak, and for an equal amount of time. 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:

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

- The name of your “*as-submitted-file*” must follow this file-naming convention:
  - Your file’s name must include details of that assessment number, as well as your **Team Leader’s name & Student Number**, for example:
  - “*ENGG3500\_Feb\_2018\_Minor\_Assessment\_Item\_#01\_Name#\_C12345678*”
  - If we download something that is simply called “*Minor #02*”, or something 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 will receive no marks. Thus, you should have no doubt that it is your team’s responsibility to ensure that anyone who downloads your file can 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).
  - Your tutor will download your as-submitted PPT file from Turnitin before the start of your tutorial, 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 as a critical aspect of your work as a team.

If your Assessment Item is deemed “Non-Compliant”, then **your whole Team** 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. Examples of projects:

Your Project Management Team may choose to use one of the following projects (which you will then keep for the remainder of the course):

1. The management of the build of a racing-boat, or
  2. Managing the development of a new app for mobile devices, or
  3. Managing the delivery of a water-supply into a remote area, or
  4. Managing the design of small bio-diesel production plant, or
  5. Managing a new Ore extraction technique from small to full scale,
- **OR**, You may wish to manage a project of your own team's choosing (but, it must be of a similar "scope" to the options above).
    - Remember: whatever project you choose will remain with you for the entirety of the course, and you will not be allowed to change projects, mid-course.
    - Further, you need your Tutor's approval to proceed with your own project choice. So, if you cannot convince them, completely, that your choice of project is exactly the same scope as one of the listed three, then you should not be disappointed if your option is rejected.
    - In the end, the choice of project is NOT that important. It is not the type of project that matters so much, rather, we are looking to see your thoughts on its contextual-management.

## 6. Marking:

Six sections of the presentation will be marked out of 15 (leading to 90 possible marks)

- Your Team will also receive a mark out of 10 for the professionalism of your team's overall presentation (10 possible marks)

Each member of your Team will receive the same mark as everyone else, based on:

- Presentation content (90 marks max) 3.60% max
- Professionalism & delivery (10 marks max) 0.40% max
- **Total:** **4.00% max**

## 7. Marking rubric:

Item	Weighting %	Fail 0	Pass 50	Credit 65	Distinction 75	High Distinction 100
<b>Project charter</b>	15	No identification of the project purpose/justification, description, objectives and success criteria  No explanation of project goals	Basic identification of the project purpose/justification, description, objectives and success criteria  Explains project goals	Generally identifies the project purpose/justification, description, objectives and success criteria  Explains project goals using SMART	Mostly clearly and comprehensively identifies the project purpose/justification, description, objectives and success criteria  Clearly explains project goals using SMART	Clearly and comprehensively identifies the project purpose/justification, description, objectives and success criteria  Clearly and comprehensively explains project goals using SMART
<b>Requirements analysis</b>	15	No requirements analysis: identification, analysis and prioritisation	Basic identification of some components of the requirements analysis: identification, analysis and prioritisation	Generally identifies and explains most components of the requirements analysis: identification, analysis and prioritisation	Mostly clearly and comprehensively identifies and explains all components of the requirements analysis: identification, analysis and prioritisation	Clearly and comprehensively identifies and explains all components of the requirements analysis: identification, analysis and prioritisation
<b>Project scope management plan part 1</b>	15	No project scope, scope management approach, or roles and responsibilities	Basic definition of some components: the project scope, the scope management approach, and roles and responsibilities	Generally clearly defines the project scope, the scope management approach, and roles and responsibilities	Clearly defines the scope, the project scope management approach, and roles and responsibilities	Clearly and comprehensively defines the project scope, the scope management approach, and roles and responsibilities
<b>Project scope management plan part 2</b>	15	No project deliverables  No Work Breakdown Structure  No diagram	Basic overview of project deliverables  Basic identification of some components of the Work Breakdown Structure  Basic diagram that attempts to number tasks in the structure	General overview of project deliverables  Identifies and explains most components of the Work Breakdown Structure  Reasonably well presented diagram that generally correctly numbers tasks in the structure	Clear explanation of project deliverables  Mostly clearly and comprehensively identifies and explains all components of the Work Breakdown Structure  Mostly clearly presented diagram that mostly correctly numbers tasks in the structure	Clear and comprehensive explanation of project deliverables  Clearly and comprehensively identifies and explains all components of the Work Breakdown Structure  Clearly presented diagram that correctly numbers tasks in the structure

The Marking Rubric is continued on the next page.

<b>Stakeholder management strategy</b>	15	No stakeholder management strategy	Basic identification of some components of the stakeholder management strategy: identification, key stakeholders, stakeholder analysis	Generally identifies and explains most components of the stakeholder management strategy: identification, key stakeholders, stakeholder analysis	Mostly clearly and comprehensively identifies and explains all components of the stakeholder management strategy: identification, key stakeholders, stakeholder analysis	Clearly and comprehensively identifies and explains all components of the stakeholder management strategy: identification, key stakeholders, stakeholder analysis
<b>Project management methodology</b>	15	No explanation of a project management methodology and its advantages	Basic explanation of the chosen project management methodology and its advantages	Generally explains the chosen project management methodology and its advantages	Mostly clearly and comprehensively explains the chosen project management methodology and its advantages	Clearly and comprehensively explains the chosen project management methodology and its advantages
<b>Professionalism</b>	10	<p>The team is not organised and has clearly not practiced their presentation</p> <p>PowerPoint slides are not up to professional standard – many errors; generally unclear content; no use of a template, team name/logo, slide numbers, header/footer</p>	<p>The team shows some level of organisation and may have practiced their presentation</p> <p>PowerPoint slides are of a basic standard – many errors; generally clear content; uses one of the following: template, team name/logo, slide numbers, header/footer</p>	<p>The team is well organised and has practiced their presentation</p> <p>PowerPoint slides are generally of a professional standard – some errors; generally clear content; uses some of the following: template, team name/logo, slide numbers, header/footer</p>	<p>The team is very well organised and has clearly practiced their presentation</p> <p>PowerPoint slides are of a professional standard – few errors; mostly clear content; use of a template; team name/logo; slide numbers; header/footer</p>	<p>The team is thoroughly organised and has clearly practiced their presentation</p> <p>PowerPoint slides are of a professional standard – no errors; clear content; use of a template; team name/logo; slide numbers; header/footer</p>