

Preliminary Report - Project Assessment Criteria – 3<sup>rd</sup> Year Eng Individual Projects (ECM3175)

Section		Excellent	Satisfactory	Unsatisfactory
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• What</li> <li>• Why</li> <li>• How</li> <li>• Aims</li> <li>• Objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly defined problem summary and context.</li> <li>• Aims and objectives clearly stated</li> </ul>	<ul style="list-style-type: none"> <li>• Not clear what the project is about and why it's being done, using which type approach</li> <li>• Aims not clear and objectives not spelt out.</li> </ul>	<ul style="list-style-type: none"> <li>• Section missing or not making any sense.</li> </ul>
<b>Background and literature review</b>	<ul style="list-style-type: none"> <li>• Background to project</li> <li>• What has been done before</li> <li>• How it shapes your project</li> <li>• Good referencing</li> <li>• Evident awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly presented overview of the problem being addressed.</li> <li>• Demonstrates depth of research into previous work</li> <li>• Attention to detail in referencing</li> <li>• Shows follow up of most recent advances.</li> </ul>	<ul style="list-style-type: none"> <li>• Reader left confused about focus of project and</li> <li>• Unenlightening treatment of historical developments</li> <li>• Very few references and/or badly cited</li> <li>• Does not keep up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Section missing or unhelpful</li> <li>• No effort to research previous work,</li> </ul>
<b>Preliminary work</b>	<ul style="list-style-type: none"> <li>• Preliminary analysis, experiments or design (hardware, software, procedures)</li> <li>• How the preliminary work can be taken further</li> </ul>	<ul style="list-style-type: none"> <li>• Shows clear and useful progress beyond background reading</li> <li>• Some results (of analysis, experiment, design) presented showing that project has got moving, and that student shows capability to work independently to achieve stated objectives.</li> <li>• Clarity on how preliminary work (successful or otherwise) influences decisions on the next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Very little actual work done</li> <li>• Few results, or results poorly explained.</li> <li>• No demonstration of independent capability</li> <li>• Little or no explanation of how work done influences the next steps</li> </ul>	<ul style="list-style-type: none"> <li>• No actual work done beyond literature review</li> </ul>
<b>Project plan, methodology, Risk assessment and management</b>	<ul style="list-style-type: none"> <li>• Outline of methodology</li> <li>• Project plan as Gantt chart with tasks and milestones</li> <li>• Procedures and systems for project management</li> <li>• Risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Shows clear plan for next stages of work.</li> <li>• Has clearly identified tasks and stages in the project</li> <li>• Has clearly defined how the project will be managed from day to day</li> <li>• Shows awareness of risks to project failure and to health and safety (as appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• No clarity on the the student will actually be doing and how until end of term 2</li> <li>• Token effort at Gantt chart</li> <li>• Unconvincing management strategy</li> <li>• Lack of awareness of risks</li> </ul>	<ul style="list-style-type: none"> <li>• Little or no material describing the next stages.</li> <li>• Nothing about management</li> <li>• Useless or absent risk assessment</li> </ul>