

Group Project - Course Outline

ENGR 302: 2010 Trimester 2

This document sets out the workload and assessment requirements for ENGR 302. It also provides contact information for staff involved in the course. If the contents of this document are altered during the course, you will be advised of the change by an announcement in lectures and/or on the course web site. A printed copy of this document is held in the School Office.

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Objectives

By the end of the course, students should be able to:

1. Produce a Project Initiation Document (PID) and explain the importance of each element in the PID to starting an engineering project ([1\(a\)](#), [1\(b\)](#), [2\(b\)](#), [3\(d\)](#), [3\(e\)](#)).
2. Apply best practices and professional standards to achieve sustainable development and to maximize success of the project in terms of a) the technical issues of problem solving leading to quality design leading to producing appropriate and working deliverables; b) your personal experience as a participating group member and a work-package leader ([1\(a\)](#), [2\(a\)](#), [3\(a\)](#), [3\(b\)](#), [3\(c\)](#), [3\(d\)](#), [3\(e\)](#), [3\(f\)](#)).
3. Understand the basic causes of interpersonal conflict and gain practical experience of group dynamics in resolving such conflicts ([2\(a\)](#)).
4. Produce meaningful critiques of the work-experience in a multi-disciplined team involving differing skill areas and skill levels ([1\(a\)](#), [2\(b\)](#)).
5. Prepare and deliver a progress report as a presentation ([1\(a\)](#), [2\(b\)](#)).

There is no required textbook for ENGR 302. Students in the course may however find it useful to purchase (or borrow from the library) a range of books on the principles of managing engineering projects.

Lectures, Tutorials, Laboratories, and Practical work

The course consists of discussions of project management principles in weekly one-hour sessions Mondays and Fridays. A substantial component of the learning experience takes the form of your personal participation in the group project. This is your personal responsibility, do not let yourself down.

A [schedule](#) of lecture topics, readings, and assignment due dates is available online

Lectures for ENGR 302 are: Mondays 11:00 - 11:50 am and Fridays 11:00-13:00 in New Kirk 202.

Practical work will be done using lab facilities. We will be using ECS group project labs. Times for access will be determined during the course based upon individual's timetables.

Assignments and Project

All the coursework is based around a single project. The assessment is based on evidence of your learning in the deliverables you produce and the processes you follow and document within the project.

In this course we will expect you to use your initiative and resources as a group to gather information and ask questions of relevant staff and members from around the University.

Workload

You are required to spend 10 hours per week EVERY WEEK during term-time and 15 hours per week for the 2 weeks out-of-term time, giving a total workload of 150 hours per person. Class contact time will be 3 hours per week. In addition, teams are expected to meet weekly unsupervised and arrange meetings with the Lecturers as required.

School of Engineering and Computer Science

The School office is located on level three of the Cotton Building (Cotton 358).

Staff

The course organiser for ENGR 302 is George Allan. The lecturer for the course is Ian Welch and the technician for the course is Jason Edwards. Their contact details are:

- *Dr George Allan*
- Cotton 230
- +64 4 463 6741
- George.Allan@ecs.vuw.ac.nz

- *Dr Ian Welch*
- Cotton 337
- +64 4 463 4664
- Ian.Welch@ecs.vuw.ac.nz

- *Mr Jason Edwards*
- Cotton 247
- +64 4 463 5464
- Jason.Edwards@ecs.vuw.ac.nz

Announcements and Communication

The main means of communication outside of lecture will be the ENGR 302 web area at http://ecs.victoria.ac.nz/Courses/ENGR302_2010T2/. There you will find, among other things, this document, the lecture schedule and assignment handouts, and the ENGR 302 Forum. The forum is a web-based bulletin board system. Questions and comments can be posted to the forum, and staff will read these posts and frequently respond to them.

Topics

The course will cover issues related to project management and there will be support for technical issues.

Assessment

Your grade for ENGR 302 will be determined based on the following assessment weightings:

<u>Item</u>	<u>Weight</u>	<u>Due Date</u>
Project initiation document	20%	Friday 6th August 2010 by 5pm
Working Documents	20%	Thursday 19th August by 5 pm
Presentation	20%	Friday 17th September 2009 and Monday 20th September 2010
Demonstration of your Product	10%	Friday 15th October 2010
Individual critical reflective report including your individual contribution to the project	30%	Friday 15th October 2010 by 5pm

Tests and Exams

There are no tests and there is no final exam for ENGR 302.

Practical Work

You are required to prepare and deliver: the Project Initiation Document (PID); Working Documents; Project Progress Presentation; Demonstration of your Product; a 2000 word Critical Reflection on your individual contribution to the project (CR).

1. The PID has to contain the following sections:

a) Business case for the project b) Scope statement c) Identify each stakeholder by name and role d) Notes from kick-off meeting e) Project management plan to include the work to be performed in named work packages, time schedule for work packages, workload planning and any financial budget planning). f) Quality management plan including all test routines. g) Risk management plan including risk register.

2. A set of working documents that include updated plans to show where the project is at the date of preparation and where the project is going in the short and long term.

3. Project Progress Presentation

Your group will prepare and deliver (in week 9) a 15-minute presentation on progress to that date and be prepared to answer questions for 5 minutes. You will include an overview of your original PID and make comparisons of progress to date with your initial plans and explain all deviations from those initial plans. Each member should explain their area of responsibility and their contribution to the work completed. Delivering this presentation will focus your minds on what work has yet to be performed to achieve success. You will outline your preferred solution to the Customer (who will be present) and explain your plan for the remaining time.

Each individual will also prepare their own critique of the project to this date and include personal lessons learned plus a personal plan for the remaining time. This will form part of your CR assessment

4. Individual CR (2000 words)

After the Progress Presentation and before the hand-in date of Friday 15th October 2010, each of you will individually complete a critique of personal experiences started as part of the Project Progress Presentation. A critique must include your good and bad experiences and what you have learned from these. This should contain your analysis of your learning experience as recored in your learning logbook; some reflections on the group dynamics plus your thoughts on any conflicts and how they were/were not resolved; you must include all lessons learned by you during this learning experience and assess the value of each. You must include your reflections on these lessons learned and draw conclusions on how you will (in future) do things differently in the light of lessons learned.

Note In response to a request to help students with the preparation of the Individual CR we are still focusing on the the learning experience gained through **doing** the project and also give the opportunity to say how this will influence future behaviour.

Assessment procedures

All assessment items contribute to all learning objectives. These will be assessed as follows.

1. The Project Initiation Document including the initial project plan, risk management plan, quality plan and team composition will be assessed and form 20% of your overall mark. Not every member of a group will necessarily score the same mark as their individual contributions to the group work will be monitored.

2. Progress Presentation in week 9 will be assessed on the technical content to date (there are still 3 project weeks to go); the presentational skills of each individual group member; the realism of your analysis of possible solutions and your intentions. This will form 20% of your overall mark.

3. Prepare and submit for approval a set of your **Working Documents** which move the project forward from the PID position.

4. An individually prepared and written Critical Reflection of your individual contribution to the project (CRR). This will consist of your experiences and feelings about the conduct of the project. This will be assessed in conjunction with the course staff's judgement of your contribution to the group work and what was achieved. This will form 30% of your overall mark.

Note that this course's group work will be conducted under the [group work policy](#).

Policies and penalties for late submission

Late submissions without either a medical certificate or reasonable explanation to the course coordinator are not permitted due to the constraints of group work.

Plagiarism

Working Together and Plagiarism

We encourage you to discuss the principles of the course and assignments with other students, to help and seek help with programming details, problems involving the lab machines. However, any work you hand in must be your own work.

The [School policy on Plagiarism](#) (claiming other people's work as your own) is available from the course home page. Please read it. We will penalise anyone we find plagiarising, whether from students currently doing the course, or from other sources. Students who knowingly allow other students to copy their work may also be penalised. If you have had help from someone else (other than a tutor), it is always safe to state the help that you got. For example, if you had help

from someone else in writing a component of your code, it is not plagiarism as long as you state (eg, as a comment in the code) who helped you in writing the method.

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the head of School, handwritten work may be copy typed by the School and subject to checking by turnitin. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Mandatory Requirements

Your team must schedule a weekly group meeting outside lecture times over the period of week 2 to week 12.

You *must attend* all meetings and lectures during the course, or produce evidence (e.g. medical certificate, explanation from employer, explanation of special circumstances) for the cause of absence.

You must *complete* all practical work including group work, which includes handing in all the required project documents, presentation, and the individual essay, on or before the deadlines.

You must achieve a minimum grade of D on all components of assessment.

Passing ENGR 302

To pass ENGR 302, a student must satisfy mandatory requirements and gain at least a **C** grade overall.

Withdrawal

The last date for withdrawal from ENGR 302 with entitlement to a refund of tuition fees is Fri 23 July 2010. The last date for withdrawal without being regarded as having failed the course is Fri 24 Sept 2010 -- though later withdrawals may be approved by the Dean in special circumstances.

Rules & Policies

Find key dates, explanations of grades and other useful information at <http://www.victoria.ac.nz/home/study>.

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress>.

The University's statutes and policies are available at <http://www.victoria.ac.nz/home/about/policy>, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at <http://www.victoria.ac.nz/home/about/avcacademic>

All students are expected to be familiar with the following regulations and policies, which are available from the school web site:

[Grievances](#)

[Student and Staff Conduct](#)

[Meeting the Needs of Students with Disabilities](#)

[Student Support](#)

[Academic Integrity and Plagiarism](#)

[Dates and Deadlines including Withdrawal dates](#)

[School Laboratory Hours and Rules](#)

[Printing Allocations](#)

[Expectations of Students in ECS courses](#)

The School of Engineering and Computer Science strives to anticipate all problems associated with its courses, laboratories and equipment. We hope you will find that your courses meet your expectations of a quality learning experience.

If you think we have overlooked something or would like to make a suggestion feel free to talk to your course organiser or lecturer.
