Mid-project Progress Review Requirements and Assessment

Bachelor of Computer & Information Sciences

Research & Development Project

Date	Version	Author	Notes
March 2014	1.0	Anne Philpott	Contains collated notes from earlier project assessments resources.
February 2015	1.1	Anne Philpott	Minor updates

1. Mid-project Progress Review

1.1. Purpose

The goal of the Mid-project Progress Review is to track your progress, and determine the status of your project, the adequacy of your project artefacts, and your learning up to this point. It should also allow you and the academic team to identify any issues in your project that need to be addressed to ensure you reduce any risks and are successful. This review, the report and interview combined contributes 10% to your final project grade.

Preparation for the review and participation in the review process provides another opportunity to make and measure progress on some of the paper's learning goals. In particular the goals below are relevant to the review.

1. *Demonstrate a professional attitude.*

    4. *Communicate effectively with clients and sponsors.*

    5. *Communicate effectively in both written and verbal presentations and in group situations.*

    6. *Effectively manage, monitor and control the activities involved in a development project.*

    7. *Determine an appropriate process and accompanying set of deliverables for their project.*

    8. *Show the ability to document appropriately the deliverables for their project - software specifications, project plans, source code, technical reports, white papers, literature reviews, academic articles for publication etc.*

1.1. Timing

The Mid-project Progress Review is normally scheduled in week 3 of the second semester of your project. This review involves your whole team, your supervisor, and at least one other academic.

1.2. Preparation & Status Report

In preparation for the review your team must produce a Status Report and collate your products and a portfolio of evidence of the work you have done and the processes you have followed. The Status report is due around one week before the review sessions. You will be notified of the specific date and can find the details on AUTonline.

The Status Report should report on the current status of your project, your products, and identify any current issues. It should also provide a clear and honest record of the work contributed by each team member, their total hours committed so far and the learning that each can identify from the first half of the project. While the report as whole should be produced by the whole team the work committed and learning sections should be contributed by each individual member.

The report should be written in a brief but formal style. It should be truthful, so that any issues raised can be addressed. Therefore, if it contains criticism or bad news which you do not wish to share with your client, please indicate if the report is confidential to the team and your supervisors. The list below provides an indication of the required structure of the report.

- Brief Project Description
    o Overview of project objectives, scope, approach, major milestones & planned end products.
    o How any original proposal conditions or recommendations have been addressed
    o Variations from original proposal & rationale for them.
- Current project status, including work complete and work yet to be done.
- Project Team Recommendations
- Individual members work and learning achieved.

The Status Report should be submitted to your supervisor and the BCIS Project team in the manner identified on AUTonline by the specified due date.

1.3. Review Interview Session

Mid-project Progress Review interviews are usually in Week 3 of the second semester of your project. A booking chart will be made available on AUTonline. If your team is very constrained around timing it would pay to make this booking as early as possible before sessions become booked up and choice is limited. Please ensure you check your supervisors availability before booking.

The interview will be of 30 minutes duration. You must bring with you:

- The collated portfolio of your work so far. This should be in a digital form. Any products produced to this point should also be available for inspection.
- Personal logbooks or diaries for each team member.

The interview team will look at your evidence and ask questions about your progress and products. They will use the list of criteria by which your final portfolio will be marked to organise their questions. They are therefore looking for evidence of:

- Project planning and control
- Teamwork and Communication, Relationship with the sponsor/client and stakeholders
- Development activities and outputs.
- Quality Assurance activities and outcomes.

Be prepared to answer questions related to these topics, and make sure the work-in-progress version of your portfolio contains material which might support your answers.

The mark and feedback sheet for the review can be found in Appendix A of this guide.

1.4. Results of Progress Review

There are three most likely outcomes of this review:

- Your project will be permitted to continue with or without conditions
  - This is the normal and hoped for situation
- It may be recommended that your project be cancelled
  - This is clearly undesirable, but may be the best solution if the project shows a general failure to make headway, or circumstances surrounding the project warrant its cancellation.
  - In this event team members may be reassigned to other projects, with the option of extending the duration of their studies, or may be required to accelerate their contribution to complete within the timeline of the other project team. These decisions will be made by the BCIS Project Team in consultation with your supervisor.
  - However there can be no guaranteed outcome for students in this situation, and each case will need to be individually negotiated.
- It may be recommended that you confer with your client over the state of your project
  - In this situation there may be some problem with the client relationship, availability, expectation from the team, etc. which the team will need to resolve with the client. Your supervisor should help lead these discussions.

Within two weeks of your review session you should receive the written feedback and grade for your Mid-project Progress Review. Members of a team will receive individual grades which will be based on the evidence provided of their contributions and on their ability to answer questions during the interview.

Appendix A

Research & Development Project Progress Review

Conducted by BCIS Project Team & Supervisor:

Project Team:

Team Member:

Date:

Criteria	Grade	Comments
Clear evidence of progress		
Well organized process		
Learning Progress		
Status Report		
Interview		
Overall Grade		

Recommendations and Conditions for continuation (If any)

Circle recommendation for project: CONTINUE   CANCEL   SECOND REVIEW

Supervisor and Student(s) Signatures