Group Project - Course Outline
ENGR 302: 2012 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.

Objectives

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

1. Produce a Feasibility Study Report and a Project Initiation Document (PID) and explain the importance of each element to starting an engineering project (1(a), 1(b), 2(b), 3(d)).
2. Apply best practices and professional standards to achieve sustainable development and to maximize success of the project in terms of a) problem solving of technical issues 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 (3(a), 3(d), 3(e), 3(f)).
3. Produce meaningful critiques of the work-experience in a multi-disciplined team involving differing skill areas and skill levels (1(a), 2(b)).
4. Prepare and deliver a) progress report as a presentation; b) demonstration of your product (1(a), 2(b), 3(b), 3(e)).
5. Understand the basic causes of interpersonal conflict and gain practical experience of group dynamics in resolving such conflicts (2(a)).

There is no single required textbook for ENGR 302. Students will find it useful to purchase (or borrow from the library) books on the principles of managing engineering projects.

Lectures, Tutorials, Laboratories, and Practical work

The course uses the project management principles discussed in ENGR301 in weekly one-hour sessions Mondays, Tuesdays and Fridays. A substantial component of the learning experience takes place in your personal participation in the group project. This is your personal responsibility, do not let yourself down.

Lectures for ENGR 302 are held in Murphy Building room MY632 on Mondays, Tuesdays and Fridays 2:10pm-3.00pm. A schedule of lecture topics, readings, and assignment due dates is available here .

Practical work will be done using lab facilities in CO243. Times for access are arranged to facilitate group work based upon individuals' timetables. The slots reserved for ENGR302 are as shown below:

	CO243 General seats 20				
TIME	Monday	Tuesday	Wednesday	Thursday	Friday
9am - 10am	ENGR302	ENGR302	ENGR302	ENGR302	ENGR302
10am - 11am			ENGR302	ENGR302	ENGR302
11am - 12pm					
12pm - 1pm					
1pm - 2pm					
2pm - 3pm					
3pm - 4pm	ENGR302	ENGR302			ENGR302
4pm - 5pm	ENGR302	ENGR302			ENGR302
5pm - 6pm	ENGR302	ENGR302			ENGR302

Assignments and Project

All the coursework is based around the practical engineering project known as WaiNZ outlined on the side-bar link to Project. Assessments are made on your evidence of personal learning during the processes you follow within this project in producing your deliverables.

In this course we will expect you to work in a team as well as individually and use your initiative and resources to gather information and ask questions of relevant University staff.

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

1. The Feasibility Study is to commence immediately after the Client brief on Monday 16 July 2012, be completed within 10 working days and submitted in class on Friday 27 July 2012. It must contain sections explaining a) the economics of the project; b) the technicalities of a solution; c) social implications of your product; d) operational issues for the Client using your product. [Objective 1]

2. The PID must contain sections covering a) the Business Case for the project; b) Scope statement; c) Identification of each stakeholder by name and role; d) Project Management Plan to include the work to be performed in named work packages with time-schedule for each work package, workload planning and financial budget planning; e) Risk Management Plan and Risk Register; f) Quality Management Plan including all test routines; g) team meetings documentation. The PID is initiated during the Feasibility Study, completed in 15 working days and submitted in class on Friday 3rd August 2012. [Objectives 1 & 2]

3. Working Documents consist of a week-by-week audit-trail of updated Project Management Plans to show where the project is at that date and where the project is going in the short term; updated Risk Management Plan and Risk Register; updated Quality Management Plan; updated team meetings documentation. [Objectives 2 & 3]

4. Project Achievement Presentation - your team will prepare and deliver (in week 9) a 15-minute presentation on achievement to date followed by Staff questions for 5 minutes. You will make comparisons of progress to date with your initial plans and explain all deviations. Each member should explain her/his area of responsibility and contribution to the work todate. Delivering this presentation will focus your minds on work still to be performed to complete your project. You will outline your preferred solution to a pannel of assessors including the Client who will be present and explain your plan for the remaining time in weeks 10 and 11. [Objectives 3 & 4]

5. Individual Critical Reflective Report (2000 words) - during the project each individual shoul prepare her/his own critique of the project to this date including personal lessons learned plus a personal plan for the remaining time. This will form the basis of your individual Critically Reflective Report to be submitted electronically by Wednesday 17th October 2012 23:59hrs and a hardcopy to be submitted in the submission box on Level 2 Cotton Building. Your critique must include your good and bad experiences and what you have learned from these. You must present your analysis of your learning experience (use your record in your learning logbook), reflections on the group dynamics, conflicts and how they were/were not resolved. You must include the lessons you learned during this 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. You must focus on the the learning experience gained through **doing** the project. [Objectives 3 & 5]

6. You and your team will prepare and give a demonstration of your product to a pannel of assessors in week 12 (15 to 19 October 2012). [Objective 4]

Assessment

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

Deliverable	Weight	Due Date
Feasibility Study Report	15%	Friday 27th July 2012 in class
Project initiation document	20%	Friday 3rd August 2012 in class
Working Documents	10%	Submitted electronically each week on Monday by 2pm. Hard-copy accumulated version in class on Friday 24th August 2012
Presentations	15%	Friday 21st, Monday 24th, Tuesday 25th September 2012
Demonstration of your Product	10%	Friday 12th, Monday 15th, Tuesday 16th October 2012
Individual Critically Reflective Report	30%	Wednesday 17th October 2012 23:59hrs via Submission Page; Hardcopy to be submitted in the submission box on Level 2 Cotton Building.

Workload

Each student is 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 Tutor, Technician and Lecturers as required.

Penalties for Late Submission of Assignments

Late submissions will only be accepted in exceptional circumstances and after prior consultation with the course coordinator. Lateness may result in partial credits.

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.

Mandatory Requirements

Your team must meet as a group at least once-a-week outside lecture times over the study period of week 1 to week 12.

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

You are strongly advised to complete all practical work, this includes handing-in all the required project documents, presentation, and the individual Critically Reflective Report, on or before the deadlines.

You are strongly advised to 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.

Passing ENGR 302

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

Tests and Exams

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

School of Engineering and Computer Science

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

The notice board for ENGR 302 is located on the second floor of the Cotton Building.

Staff

The course organiser for ENGR 302 is George Allan. The lecturer for the course is Winston Seah and the technician for the course is Jason Edwards. The tutor who oversees the use of CO243 during the assigned lab slots is Muhammad Mahmood (Adeel). Their contact details are:

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

- *Prof Winston Seah*
- Cotton 336
- +64 4 463 5233 ext 8493
- Winston.Seah@ecs.vuw.ac.nz

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

- *Mr Muhammad **Adeel** Mahmood*
- Cotton 325

- +64 4 463 5661
- Email: muhammad.mahmood@ecs.vuw.ac.nz

Announcements and Communication

The main means of communication outside of lectures will be the ENGR 302 web area at http://ecs.victoria.ac.nz/Courses/ENGR302_2012T2/. 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.

Withdrawal

The last date for withdrawal from ENGR 302 with entitlement to a refund of tuition fees is Friday 27 July 2012. The last date for withdrawal without being regarded as having failed the course is Friday 28 Sept 2012 -- 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.

Course Outline as PDF