**Project Work Schedule 2014-2015**

**303COM/330EKM Individual Project**

**391KM Project**

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| **Date/Deadline****(Term/Week)** | **Task Activity** | **Mark Contribution** | **Action By** |
| 1 | By 27 Oct 2014(T1/W8) | Post project supervisor allocation in Canvas. |  | Project Coordinator |
| 2 | 3-7 Nov 2014(T1/W9) | Students contact supervisor to have the first project meeting. Students are expected to prepare a brief draft proposal (about two A4 pages) for the first meeting. |  | Student |
| 3 | 9 Jan 2015(Fri, T2/W2) | Students submit Project Proposal to supervisor. | 10% | Student |
| 4 | By 28 Jan 2015(T2/W5) | Supervisors return marked Project Proposal with feedback to students. |  | Supervisor |
| 5 | 27 Feb 2015(Fri, T2/W8) | Students submit 1st Progress Check to supervisor. | 5% | Student |
| 6 | By 11 Mar 2015(T2/W10) | Supervisors return marked 1st Progress Check with feedback to students. |  | Supervisor |
| 7 | 24 Apr 2015(Fri, T3/W1) | Students hand in 2nd Progress Check to supervisor. | 5% | Student |
| 8 | By 8 May 2015(T3/W3) | Supervisors return marked 2nd Progress Check with feedback to students. |  | Supervisor |
| 10 | By 13 May 2015(Wed, T3/W4) | Students are encouraged to deliver Draft Project Report to supervisor for review and comment before Oral Presentation/Demonstration. |  | Student  |
| 9 | By 15 May 2015(T3/W4) | Post Oral Presentation/Demonstration Schedule in Canvas. |  | Project Coordinator |
| 11 | 26-30 May 2015(T3/W6) | Oral Presentation/Demonstration – students present their project to a small panel, comprising the supervisor and 2nd assessor. A small audience of peer students is also present. | 10% | Student  |
| 12 | 12 June 2015(Fri, T3/W8) | Students hand in Final Project Report to SCOPE Counter at AEB.Refer to Assignment Brief for submission details. Make sure all the attachments as specified are appended to the Final Project Report. Marks of missing items are ignored and a zero mark is given. | 60% | Student |
| 13 | On-going for the whole duration of project(T1/W7-T3/W8) | Students must complete Project Log (Form 1) and Project Log (Form 2) progressively. Project Log (Form 1) is a meeting log and must be signed by supervisor for every project meeting. Project Log (Form 2) works as a project diary for students. Both are assessed by supervisor. | 7% | Student/ Supervisor |
| 14 | On-going for the whole duration of project(T1/W9-T3/W8) | Performance of students during project meetings accounts for 3% of overall assessment. Supervisors must fill in the Project Meetings with Supervisor form at the end of each meeting, and students must sign this form for every project meeting. | 3% | Supervisor/ Student |