Dr Alireza Mousavi, Brunel University London

Project Control and Management

Assignment Guidelines

The purpose of this document is to explain the key activities and requirements to reach the learning objectives of this module.

The module lectures and class activities will be delivered over 2 weeks of 32 hours of contact time.

The assessment of the module will be based on a single assignment completed by a designated group of students. Each group will have a specified assignment and they will collaborate and work together to achieve the learning objectives of the module.

Each assignment will consist of a cover sheet detailing the role and responsibilities of each individual in the project. Each member is responsible for writing the section of the reporting which they had the leading responsibility. In dividing the roles each member should lead at least one main activity. Other members will help the leader to achieve and report on the specific activity. The abstract, introduction and the conclusions section of each report should jointly authored by all members of the group. Overall the Report should be a joint work with distinct and clear indicators of each member's contribution. Henceforth, members will be rewarded grades for individual and team work separately.

The format of the report should contain the name of the author of each section as a Header and at places that there are more than one author, the name of the contributing author should be mentioned at top of each page in the Header section.

The main preparation and activities throughout the completion of the module are listed in the table below:

1.	Introduction of classmates through a complete CV, broken down into 4 sections detailing education, list of key skills (e.g. management, engineering, software, hardware), work experience, team work spirit and personality (e.g. preferences and values. Rate yourself from 1-10 for each section. Make 4 copies (1 for me and 3 for peer review) Bring your CVs on the first day of the lectures [09/12/2016].
2.	Discussions on setting up projects for groups. We will specify a project for each group. Group members will be allocated based on CVs and ratings by individuals and peers. This will constitute the team building and resource allocation process.
3.	Assign customers for each group, for regular customer satisfaction evaluation and quality control.
4.	Project planning and allocation of tasks to members. Checks and balances as well as key benchmark settings for each project.
5.	Groups will have times between lectures to discuss project and conduct tasks in class.
6.	Report writing containing all key requirements to meet the learning objectives of the module: 1. Aim, objectives, expected outcome 2. Project plan 3. Project Management 4. Resource allocation 5. Risk Analysis 6. Tasks and work plan, contingency 7. Process Flow, Critical Path Identification, Predictive Models 8. Customer reports and analysis

	9. Product development and production life cycle analysis including embedded customer evaluation through quality function deployment. 10. Meeting targets and missing targets corrective measures and methods of reaching corrective measures 11. Conclusions, consisting of the group's reflection on what went right and what went wrong. If the group would have the chance to do the project again what would they have done differently? How much have they achieved the learning objectives they set for themselves? 12. Peer assessment (anonymous) – a reflective report on the dynamics of the group and the relationship between members. An analysis of individual's capability and the collective capability. Whether they rate their group dynamics as "Synergetic", "Individualistic". By individualistic we mean individuals did their job, but the group/individual lacked the team spirit. (not part of the assessment – but a research output for the lecturer.