

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: PJ700 PROJECT

AIM OF MODULE:	The student, through completion of a project, demonstrates an understanding of the process involved, shows the ability to successfully undertake original work, demonstrates a professional attitude and the ability to integrate the various disciplines required.
CREDITS:	42
STUDENT LEARNING HOURS:	420
CONTENT REVISED:	2004
PRESCRIPTION EXPIRY DATE:	November 2013 (not currently offered by an ITP)
NOTE:	This is a compulsory DIPICT L7 module and is available only to DIPICT L7 students

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Project				*	100
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Introduction

- Each DIPICT L7 student is required to complete a project, which will form 42 credits of the qualification.
- Projects should be drawn from situations that are found in the real world of ICT, and be of significant proportion and depth to test the student's ability to apply the principles and skills they have gained in an original piece of work, while under supervision.
- The project must be of sufficient complexity to stretch the student. The minimum standard is at least the level of a 300 level case study, but must be significantly different from any major case study or practical work undertaken in the modules undertaken in any of the three years of study leading to this module.
- Projects may be based on a student's existing skills and knowledge, or may extend the student's current knowledge and skills in particular fields.
- The choice of a project may, if they wish, be influenced by the student's paid employment or field of interest.
- Students who are not in paid employment or have a specific field of interest, may, if they wish, draw upon projects offered by sympathetic employers.
- It may be an option for some students to be in paid employment and to complete their project as part of their designated workload. These projects may require a different set of regulations or guidelines from projects undertaken while the student is located on campus.
- Projects will normally be completed by individuals, but under certain circumstances may be completed by a group of students.
- As a guideline, an approximate time for a project might be the equivalent of 55 working days (420 hours) per student.

Project Prerequisites

- PJ700 cannot be commenced until at least 50% of the credits of the DIPICT L7 have been completed. This means that students would normally complete the module in the second half of their DIPICT L7 year of study or its part time equivalent.
- Part of the approval process may require confirmation that the student has the prerequisite knowledge in particular fields to confidently handle the subject matter of their project.

Approval Process

- Each ITP offering DIPICT L7 will have its own process for allocating and approving projects. It may involve a local advisory committee's authorisation or approval.
- It is expected that prior to the commencement of a project, a student will submit a proposal of suitable merit and be allocated a supervisor to liaise and oversee the student's progress.

- Because of the time required for a project to receive formal approval, students are encouraged to identify their projects and prepare their proposal well in advance of their intended commencement on the work involved. The possibility that the project proposal may need to be amended and resubmitted must be born in mind.
- If the student has an external client, or is undertaking their project as part of their paid employment, then the ITP may choose to liaise with that client and make them aware of the ramifications and limitations of their involvement.

Project Proposals

- Each ITP offering DIPICT L7 will have in place their proposal requirements. These requirements may include:
 - the project type
 - the scope and purpose
 - the intended outline of the project
 - the skills and knowledge required
 - the resources required
 - any anticipated issues that may influence the completion of the project
 - a plan of action
 - at least three milestones
 - any ethical considerations
 - a statement of ownership.

Supervision Of The Project

- Each student will be assigned a project supervisor. This person would normally be a tutor on an ICT programme. Their evaluation of the student will form part of their assessment result.
- Students should be encouraged to maintain a log of their activities and their progress towards their project goals.
- Supervisors are also encouraged to diarise similar information.
- It is expected that the supervisor will maintain regular contact with the student and oversee the student's work. How that contact takes place may be between the supervisor and the student. However, it is expected that at least the milestone check ins will be face to face.
- If a student is undertaking their project as part of their part employment, it is expected that the supervisor will visit the workplace at least for the milestone check ins.
- It is not expected that the supervisor will carry out any of the project work or to solve issues for the student. Their role is more about mentoring the student to complete the project work themselves.
- It may be reasonable to allow a student renegotiate their project and or timelines. This is not expected to be the norm. However, if a project falls through, unresolved issues occur or a team member leaves the course for instance, such renegotiation may be necessary.

Completion Of The Project

- Once the student has completed the actual work of the project, work, there are further requirements that need to be met.
 - The work must be documented in a formal written report. It is expected that the standard of this report will be superior to any reports completed during the previous years of the ICT study and may be 8,000 to 10,000 words.
 - A formal oral presentation of significant elements of the project will be given to a selected audience. That audience may be made up of ITP staff members, supervisors, clients, employers, fellow students and local advisory committee members.

Assessment

- The formal assessment of the project will be made up of the following parts:
 - feedback from the supervisor on how the student has managed the project from its inception to its completion.
 - feedback from an independent examiner on the material submitted for marking. This would normally include the project report but may include a meeting with the students and viewing the work itself.
 - the project report
 - the oral presentation.
- Some ITPS may wish to include the project proposal in the formal assessment. However, ITPs must consider whether it is fair to allow a student to attempt a project when the proposal is inferior and would not pass.
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- ITPs may allocate the weightings of these assessments. However, it is expected that the supervisor and independent examiner feedback together would account for 70% of the final grade.

Final Grades

- The grades of resit, pass and merit will apply to PJ700. Because there are at least four assessment components, the student must pass each of them.
- ITPs may also wish to implement their own criteria for merit passes.
- ITPs that allow students to complete projects in teams must clearly set out how individual marks within a team project will be allocated.