



Institutional student project assessment 24-25

I. Institutional project monthly follow-up meeting and tasks (40% of the grade)

For all the follow-up meetings, submit the update a day before the follow-up meeting and be present with your group at the allocated time slot for the project update discussion.

1. October 24th, 1.30p.m.

Submission: Follow steps 1 to 3 from your final report structure to present your initial project plan at our October follow-up meeting. (4-5 pages, approx. 1250-1500 words, 20%)

2. November 27th 2 p.m.

Submission: Project update 1 pager (5%)

3. December, 17th 1.30 p.m.

Submission: Project update 1 pager (5%)

4. January, TBD

Submission: Project update 1 pager (5%)

5. February, TBD

Submission: Project update 1 pager (5%)

II. Final Project Report Submission (15-20 pages/ 3500-4500 words, 60 % of the grade) Deadline: TBD, April, 2024

Report structure:

1. Introduction

- A summary of your project: team members, roles, project theme, etc.

2. Analysis of the project (Internal / External/ stakeholder needs)

- Your project's internal analysis: resources, strengths, skills and weaknesses
- Your project's external analysis: opportunities and threats
- What are your main stakeholders? What are their needs and interests in this project?
- How can you meet these needs and interests?

3. Project mission and vision statement, project objectives, and KPIs

- What is your project's mission?
- How do you envisage reaching that mission (vision)?
- What are concrete steps to do that (objectives)?
- What criteria will you use to evaluate your project's success?

4. Implementation

- Description of the project realization

5. Evaluation

Evaluate your project:

- Did you reach your goals?
- What worked well?
- What did not work well?
- What are your suggestions for the future projects?