

Project inspections: facts, myths, do-s and don't-s

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Project inspections

Purpose

- To evaluate the progress you have made with your project so far
- To provide you with independent feedback and advice
- To help you to make success of your project

Project inspections

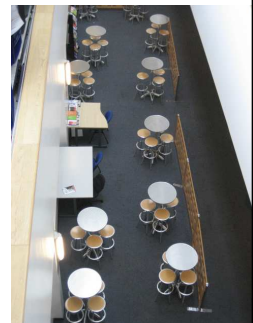
When

- The project inspections will be held in the last week of the term 5-9 December
- A detailed timetable will be available by 28th November, giving
 - Time slot
 - Inspector's name
- The timetable will be available on the web, at the FYP page
<http://www.cs.bham.ac.uk/internal/courses/projects/>

Project inspections

Where

- You meet your inspector at the designated time on the lower ground floor, next to the coffee-bar tables
- You take him/her to the place/computer/laptop where you intend to present your work
- **Do not stay in a lab assuming that your inspector will find you!**
- Note that the inspector may be a bit late, due to delays in previous inspections



Project inspections

Who

- The inspector is a member of staff who is NOT your supervisor
- This is to get an independent view of your progress and give you additional advice
- You will know the name of your inspector in advance (by 28th November)

Project inspections

Procedure

- The inspection lasts about 15 minutes
- You should be prepared to
 - Make a short presentation of what you are doing for your project (~10 mins)
 - Answer questions
 - Raise any problems you may have with your project so far
 - Ask for feedback
- You will be asked to complete a module questionnaire
- **Discuss your proposed presentation with your supervisor**

Project inspections

Outcomes

- There is no mark for the inspection
- The inspector provides feedback to you, your supervisor and the FYP coordinator on a simple form
- You will see the comments and will be asked to confirm with your signature that you have understood them
- Your supervisor will discuss this feedback with you at your next meeting
- NOTE: Staff member who inspects your project now is likely to mark the final thesis, so it is important to create a good impression

Coming next

**Project inspections:
facts, myths, do-s and don't-s**

Russell Beale

Good luck!