

## ELEX 4560 Course Information

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### Instructor

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Ed Casas. You can reach me by e-mail at [ecasas@bcit.ca](mailto:ecasas@bcit.ca), by phone at +1 604 432 8936 or by posting a question to the course web site: <https://learn.bcit.ca/d2l/home/580468>.

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### Office Hours

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My office is in SW1-3061, accessed through SW1-3059. Office hours are:

Day	Time
Monday	11:30 to 12:30
Wednesday	12:30 to 2:30
Thursday	4:30 to 5:30
Friday	12:30 to 1:30

It's a good idea to let me know if you intend to come by.

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### Relationship to COMM 2443

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COMM 2443, *“Technical Communication 2 for Electrical and Computer Engineering”* is a pre-requisite for this course which may be taken concurrently.

This is because some COMM 2443 writing assignments will be based on your project work. However, the evaluations for the two courses are largely independent with the following exceptions.

Your project must be demonstrated at the COMM 2443 presentations that will be held late in November or early December.

Your project mentor, course instructor, and possibly the sponsor will read the Description, Recommendations, and Appendices in your final report in order to award the “achievement” and “report” components of your mark (see below). Of course, your writing must be clear for you to get a mark. You must write a report that includes these sections even if you are not taking COMM 2443.

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### Marking

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The marking scheme for the course is:

milestones	20 %	} group mark
achievement	50 %	
report	10 %	
project management	20 %	individual mark
total	100 %	

The purpose of the “milestones” component is to encourage you to work consistently. Your mentor will award marks each week based on your team having met its scheduled milestone(s) for that week.

You are encouraged to adjust your project plan and schedule over the course of the project in order to keep it current. However, changes must be submitted to your mentor and course instructor at least one week before the dates of any milestones that are affected. In other words, you can't change a deadline the night before it's due.

Your project sponsor, mentor and the course instructor(s) will meet shortly after you submit your project scope statement and will decide on a marking scheme for the “achievement” portion of your mark. It will include various objectives and a mark for each objective based on its difficulty. Simple objectives will be given less weight than more difficult ones. The number of people in the group will also be taken into account. This is intended to encourage equity between project groups. You will be given a copy of your group's marking scheme.

At the end of the course your achievement mark will be calculated based on the objectives your group has met and their weights.

The “report” mark will be determined by the technical content of your final report. It should demonstrate a good understanding of your project and include enough detail for your work to be reproduced by other students.

All members of a group will receive the same mark for the “milestones,” “achievement” and “report” components.

You are each expected to independently prepare project management documents and will receive individual marks.

The project management mark will be based on the project planning documents you submit during the course (see below).

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## Project

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### Groups

You may form your own groups of two or three students<sup>1</sup>. Although you may think you want to work with your friends, keep in mind that working together can strain friendships.

It may be useful for your group to prepare a “team charter” to align expectations between group members. It can cover individuals’ roles, expectations about time commitments, where and when you will work and decision-making methods. Your COMM 2443 instructor can provide examples and more details.

For example, you might want to ask potential team members where they fall between “I want to put as much effort into the project as I can” and “I just want to do enough to pass.” A team charter is not required in this course but you may find it helpful to discuss these issues before finalizing your groups.

However, you are jointly responsible for the success of the project.

### Project Sponsors and Mentors

Each group will have a project sponsor. This is the individual or company that proposes the project. It could be a student (possibly from your group), an external (industry) sponsor, a faculty member, or perhaps a family member. They will be your “client” and the primary “stakeholder.” You will negotiate the project objectives, scope and schedule with them. Your mark will be determined, in large part, by how well you meet your sponsor’s expectations as set out in the project scope document. Certain sponsors may be able to provide additional resources such as funding, equipment, or technical advice.

Your group will also be assigned a faculty member to act as your mentor. This person will meet with you

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<sup>1</sup>A student may work independently if necessary.

weekly. They will mark your progress against your milestones and provide advice on resolving any technical roadblocks you encounter.

### Project Lab

If necessary, your group may be given keycard-controlled access to the B.Tech. project lab located in SW3. Further details will be provided as needed.

### Lab Schedule

Although there are four hours of labs on your timetable, your group may schedule your project work as you see fit. Your use of the project lab will not be supervised<sup>2</sup>.

### Demonstration

You should plan to demonstrate your project as part of your oral presentation for COMM 2443.

### Document Repository

Many groups find it useful to set up a document repository that all members, and possibly your mentor, can access. Examples include LearningHub, GitLab, GitHub, Bitbucket, Dropbox, and Google Docs. Most are free for academic use or if your code will be released as open-source. If your project will include a significant software component you should consider using a repository that supports revision control.

### Publishing

In accordance with BCIT Policy 5101-PR1, [Implementation of Student Regulations](#), your final report will be submitted as “digital copies of student work to the BCIT Institutional Repository at the BCIT Library.” To allow this you must fill out form [LIB-73](#) and submit it along with your final report. This form grants the BCIT Library permission to distribute these documents under a [CC-BY-NC-ND Creative Commons](#) license.

To allow your report to be published, it may *not* include personal information such as your BCIT ID, e-mail address, etc.; confidential information; or copy-

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<sup>2</sup>This assumes you will not be using voltages above 40 V. If you will, please inform the course instructor.

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You can read the final reports of previous groups’ projects at the [BCIT Institutional Repository](#).

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## Project Management

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### Textbook

Students in this course are unlikely to be given management responsibilities at the start of their careers. In addition, the dozen or so hours available for us to study project management is not enough to cover the typical project management curriculum specified in Project Management Institute’s *Project Management Body of Knowledge* or “PMBOK” [1].

We’ll use the book *Project Management for the Unofficial Project Manager* [2] as a text. It is targeted at those in the situation new graduates are most likely to encounter: helping guide a small team through a short project. This book is also relatively short, easy to read and the electronic version is freely accessible through the [BCIT library](#) at:

<https://ezw.lib.bcit.ca/login?url=https://proquestcombo.safaribooksonline.com/9781941631119>

A [printed version](#) is also available (but not from our library).

### Project Management Documents

Although you will prepare a formal written proposal and report for your COMM 2443 instructor, the documents you submit for the lectures should be the simple forms shown in the textbook.

### Software

We will use the relatively simple [Gantt Project](#) software to prepare Gantt charts. It does not need to be installed – just download it and run it from where you saved it. This software requires that you also install Java.

Gantt Project is free, imports and exports Microsoft Project files if necessary, and includes the functionality required to describe and track simple projects.

There is a [video tutorial](#) that will help you get started.

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## References

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- [1] P. M. Institute, *A Guide to the Project Management Body of Knowledge: PMBOK Guide*. Project Management Institute, 2013.
- [2] K. Kogon, J. Wood, and S. Blakemore, *Project Management for the Unofficial Project Manager*. BenBella Books, 2015.