

Project Report Instructions

Sustainable Development – Project Management and Communication

The main aim of the Project Report is to provide the examiner an overview of the initial projects goals and how the project developed over the semester. The purpose is to communicate the project results to an audience unfamiliar to the project and gage, not only the level success in terms of the project goals, but also to get an understanding of your experience of working within a group and how you overcame difficulties during the project period.

The secondary aim of the Project Report is to reflect upon the project process. This Project Report may well be used as a starting point for another CEMUS project in the future and this is a chance for you to pass on advice, useful information and/or to advise future students about aspects that you have found helpful/difficult during the course of the project i.e. working as a group, project tools, contacts etc.

This report should be written and submitted as a group. Please make sure that all group members have contributed and the final report reflects all opinions within the group.

The assignment connects to the following course objectives:

- *thoroughly describe a delimited part of the sustainability challenge*
- *plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development*
- *account for and evaluate the practical problems that can arise when working with projects*
- *account for and critically relate to the practical and ethical dilemmas that can arise when working for a sustainable development*

Instructions

- Size: 12, Spacing: 1.5, Font: Times New Roman.
- For the title of the document, use your group name plus 'Project Report' (e.g. Bicycle Workshop – Project Report).
- Submit this assignment online on *studentportalen* – you will find the link under “file area”, the **deadline is on the 9th of January, 23.59**.
- This report should be **6 to 8 pages** in total.
- Make sure to refer properly to sources. Use either footnotes, i.e. the Oxford system¹ or include the references in the text, i.e. the Harvard System; example: (Hornborg, 2001, p. 39). Support your arguments and basic facts with references.

¹ Example: Hornborg (2001), “The Thermodynamics of Imperialism: Towards an Ecological Theory of Unequal Exchange”, in *The Power of the Machine*, p. 39.

Project Report Format

Below is the basic outline for the Project Report, there are certain parts that require a little more than others and these are highlighted. Remember all projects are different, don't be afraid to expand on sections that you feel would benefit the reader and/or included aspects that you feel is missed from this basic outline. Tailor the Project Report to your specific project!

1. Basic Project Information

Description of the project

- A short description of the project. Include the End Effect Goals.
- Your original Project Goals set out in the Project Plan.
- Any revisions made to the Project Goals. Why were these revisions made?

People and their roles

- Core project members
- Stakeholders and any sponsors
- Contact persons
- Other relevant people connected (if any)

2. Achievements compared to the project's goals

Project objectives

How well did you deliver on your project goals? Are some goals not yet delivered upon? If so, how will this be handled?

Time limits – duration, dates from start and finish

Did you follow your original time plan/gantt chart set out in the project plan? If not, why not?

Were there things that took longer or shorter than you originally thought?

Project ambition

Was there too much/too little time allowed to complete the project within the time frame of the semester? Was the project ambitious or not ambitious enough? Explain.

3. Critical analysis of the project and sustainability

*This is an important section. Use **at least 2 pages** for this analysis.*

Contribution to sustainable development

Make a critical analysis of how your project has contributed to sustainable development. Highlight your achievements and successes but don't forget to analyze the limitations of your project. How far will your project take us on the road towards sustainability?

Future implications

Will the project continue after the course has finished?

If you would do your project again, would you do it in a different way? If so, why?

4. Lessons learned and proposals for improvement

Use at least 1 page for this analysis.

Management, organization and cooperation

How was the organization, management and cooperation within the project? Note 2-3 things that worked well and 2-3 things that could be improved.

Project Tools

What tools have you used to manage your project? Which of these did you find useful? Why/why not? Any tips or recommendations?

5. Other reflections and thoughts.

This section is completely open for you to discuss the project and provide additional thoughts on the life of the project not covered by anything above.