

Project Report Instructions

Sustainable Development – Project Management and Communication

The 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 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

- There are two parts to the Project Report:
 - Sections **1,2,3 and 4** are written by the **group** (only one report needs to be submitted per group)
 - Section **5** is written **individually** (each member will have to submit their own)
- Read the instructions thoroughly.
- 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) and your name plus ‘Individual Reflection’ (e.g. Ben Owen – Individual Reflection).
- Submit the two parts of this assignment online on *studentportalen* – you will find the links under “file area”, the **deadline is Wednesday January 8th, 23.59** (hand in on time – the possibility of handing in your assignment on studentportalen will be shut after time of deadline).
- 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.

Report Format

1. Original and revised project goals

1.1 Description of the project

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

1.2 People and their roles

- Core project members
- Sponsors
- Contact Persons
- Other relevant people connected (if any):

2. Achievements compared to the project's goals

2.1. 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?

2.2. Time limits – duration, dates for start and finish

Did you follow your original time plan (Appendix A in the project plan)? If not, why not? Where there things that took longer or shorter than you originally thought?

2.3. 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.)

3.1. 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?

3.2. Future implications

If you would do your project again, would you do it in a different way? If so, why? What are the insights you have made in terms of sustainable development in your area?

4. 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.

Individual Reflection

5. Lessons learned and proposals for improvement

This part is written **individually**; Use **at least 2 pages** for this analysis and make **at least 2 references** to course literature or other relevant literature.

5.1. Lessons

Self-evaluate how well you succeeded – both when it comes to realizing your project goals and how well you worked (individually and, if you were more than one, group wise).

5.2. 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.

5.3. Project work

Was the time you invested in the project not enough, just right or too much – relative to your project goals and the scope of the course? What experiences will you take from your role and work in this project to future projects?