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

- 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).
- Submit this assignment online on *studentportalen* – you will find the link under "file area", the **deadline is Monday June 2nd, 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 system[1] 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.

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.

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

- 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/gantt chart set out 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
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.

4.1. 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. 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.