Procedural Checks - IDE Master Graduation

APPROVAL PROJECT BRIEF
To be filled in by the chair of the supervisory team.

chair _____ date ____ - ____ - _____ signature _____

CHECK STUDY PROGRESS
To be filled in by the SSC E&SA (Shared Service Center, Education & Student Affairs), after approval of the project brief by the Chair.
The study progress will be checked for a 2nd time just before the green light meeting.

Master electives no. of EC accumulated in total: _____27_____ EC

Of which, taking the conditional requirements into account, can be part of the exam programme _____27_____ EC

List of electives obtained before the third semester without approval of the BoE

(X) YES   all 1st year master courses passed

( ) NO   missing 1st year master courses are:

name _____K. Veldman_____ date 08 - 03 - 2022 signature _____

FORMAL APPROVAL GRADUATION PROJECT
To be filled in by the Board of Examiners of IDE TU Delft. Please check the supervisory team and study the parts of the brief marked **.
Next, please assess, (dis)approve and sign this Project Brief, by using the criteria below.

- Does the project fit within the (MSc)-programme of the student (taking into account, if described, the activities done next to the obligatory MSc specific courses)?
- Is the level of the project challenging enough for a MSc IDE graduating student?
- Is the project expected to be doable within 100 working days/20 weeks ?
- Does the composition of the supervisory team comply with the regulations and fit the assignment ?

Content: (V) APPROVED ( ) NOT APPROVED

Procedure: (V) APPROVED ( ) NOT APPROVED

Remark: The exact purpose of the assignment is a bit unclear, might also have to do with the different company names involved. Secondly: how will the outcomes of the project be validated? Mr. Jansen will contact the chair to explain.

comments

name _____Monique von Morgen_____ date 15/3/2022 - _____ signature _____MvM_____

Initials & Name _____ Student number _____

Title of Project _____

Personal Project Brief - IDE Master Graduation

_____ project title

Please state the title of your graduation project (above) and the start date and end date (below). Keep the title compact and simple. Do not use abbreviations. The remainder of this document allows you to define and clarify your graduation project.

start date   _____ - _____ - _____   _____ - _____ - _____   end date

INTRODUCTION **
Please describe, the context of your project, and address the main stakeholders (interests) within this context in a concise yet complete manner. Who are involved, what do they value and how do they currently operate within the given context? What are the main opportunities and limitations you are currently aware of (cultural- and social norms, resources (time, money,...), technology, ...).

space available for images / figures on next page

Initials & Name _____   Student number _____

Title of Project _____

introduction (continued): space for images

image / figure 1: _____

image / figure 2: _____

Initials & Name _____   Student number _____

Title of Project _____

Personal Project Brief - IDE Master Graduation

PROBLEM DEFINITION **
Limit and define the scope and solution space of your project to one that is manageable within one Master Graduation Project of 30
EC (= 20 full time weeks or 100 working days) and clearly indicate what issue(s) should be addressed in this project.

ASSIGNMENT **
State in 2 or 3 sentences what you are going to research, design, create and / or generate, that will solve (part of) the issue(s) pointed
out in "problem definition". Then illustrate this assignment by indicating what kind of solution you expect and / or aim to deliver, for
instance: a product, a product-service combination, a strategy illustrated through product or product-service combination ideas, ... In
case of a Specialisation and/or Annotation, make sure the assignment reflects this/these.

Initials & Name _____   Student number _____

Title of Project _____

PLANNING AND APPROACH **

Include a Gantt Chart (replace the example below - more examples can be found in Manual 2) that shows the different phases of your project, deliverables you have in mind, meetings, and how you plan to spend your time. Please note that all activities should fit within the given net time of 30 EC = 20 full time weeks or 100 working days, and your planning should include a kick-off meeting, mid-term meeting, green light meeting and graduation ceremony. Illustrate your Gantt Chart by, for instance, explaining your approach, and please indicate periods of part-time activities and/or periods of not spending time on your graduation project, if any, for instance because of holidays or parallel activities.

start date _____ - _____ _____   _____ - _____ _____ end date

Initials & Name _____ Student number _____

Title of Project _____

MOTIVATION AND PERSONAL AMBITIONS
Explain why you set up this project, what competences you want to prove and learn. For example: acquired competences from your MSc programme, the elective semester, extra-curricular activities (etc.) and point out the competences you have yet developed. Optionally, describe which personal learning ambitions you explicitly want to address in this project, on top of the learning objectives of the Graduation Project, such as: in depth knowledge a on specific subject, broadening your competences or experimenting with a specific tool and/or methodology, ... Stick to no more than five ambitions.

FINAL COMMENTS
In case your project brief needs final comments, please add any information you think is relevant.

Initials & Name _____   Student number _____

Title of Project _____