<table>
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<th>Asst No.</th>
<th>Due date and weighting</th>
<th>Deliverables</th>
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| 1       | 27 March 2002 5%       | **PROJECT PROPOSAL** (approx 500 words) outlining what you propose to do for your project.  
Include name, telephone number, and email address of your internal supervisor.  
*If this is not received by this date without a request for extension, you may be asked to withdraw from the unit. (Withdrawal before 31 March does not incur unit fee charges)* |
| 2       | 22 May 2002 10%        | **FIRST PROGRESS REPORT.** Plan of action and program of your activities. This is expected to include a Gantt or similar type planning chart with required resources (ie your time) shown, and a description of the activities (approx 800 words) |
| 3       | 17 July 2002 10%       | **SECOND PROGRESS REPORT** of your activities. This should include comments on what has been updated and state any problems encountered with probable solutions. A revised Gantt chart is usual. |
| 4       | At Residential School:  
- In Australia: from 30 September.  
- In Knoxville, USA: from 10 August.  
20%  
5% | **PRESENTATION** at the School, lasting 30 minutes, plus 10 minutes for questions and discussion.  
Assessment will be based on the attached *Oral Presentation and Feedback Sheet*, which can be returned to you on request to your Monash Supervisor.  
Bring 2 copies of a single page *Presentation Summary* of your project (NOT a slides printout). Include project title and your name! Provide one to your Monash Project Supervisor, and have the other ready for display. |
| 4 October 2002 5% | **FINAL PROGRESS REPORT** of your activities: in an email message to your Monash Project Supervisor. This “touching base” is to show that you are still on track. |
| 5       | 11 November 2002 45%   | **FINAL REPORT** – one copy is required, suitably bound in a spiral or similar permanent binding, to be retained by Monash. (You may of course make copies for yourself). This is *not* meant to a compilation of progress reports, etc. but a standalone document showing clearly what you did. Diagrams and tables are expected where appropriate to the topic.  
This will be assessed according to the attached *Major Report and Feedback sheet*. Details of style are left to you to decide – students often use the style in use in their employment. A font size of at least 11 pt is suggested, and single spacing between lines is satisfactory, provided there is a double space between paragraphs. The title page is to include appropriate wording such as “completed as part of the Monash University Graduate Diploma in …etc.” or “…..the degree of Master of Maintenance and Reliability Engineering…” |