香港設施工程學院
Hong Kong College of Engineering

Assignment
HND

學生姓名	Student Name	
聯絡電話	Contact Number	
科目名稱及編號	Module Code & Name	N5E22 Group Project
講師姓名	Lecturer	Dr. Kwan
第一次上課日期	1st lesson Date	01/12/2018
派發日期	2nd lesson Date	08/12/2018
遞交期限	Submission Deadline	03/06/2019

功課交收紀錄 Assignment Submission Records		日期 **Date**	負責同事 **staff signature**	日期/題目 **REDO Date/Remarks** **(由導師填寫)**
1/	Student - 1st Submission			
2/	Lecturer - 1st Take Away			
3/	Lecturer - 1st Marking Completed			
4/	Student - 1st Take Away (Amendment)			
5/	Student - 1st Amendment Completed			
6/	Lecturer - 2nd Take Away			
7/	Lecturer - 2nd Marking Complete			
8/	Student - 2nd Take Away			
9/	Student - 2nd Amendment Complete			
10/	Lecturer - 3rd Take Away			
11/	Lecturer - 3rd Marking Complete			

香港設施工程學院
Hong Kong College of Engineering

Assignment
HND

學生姓名 Student Name :	
聯絡電話 Contact Number :	
電郵地址 Email Address :	
課程名稱 Program Name :	HND in Construction and the Built Environment
科目名稱及編號 Module Code & Name :	N5E22 Group Project
講師姓名 Lecturer :	Dr. Peter Kwan
第一次上課日期 1st lesson Date:	01/12/2018
派發日期 Issue Date:	08/12/2018
遞交限期 Submission Deadline :	03/06/2019
遞交日期 Submission Date :	

- **Assignment Soft Copy Email to 『 admin@tdpedu.org 』**

All students are advised to keep a duplicate copy of all work submitted for reference.

Please keep this cover and any marked pages!

功課交收紀錄 Assignment Submission Records

學生 / 導師交回功課 Submission or Take Away	日期 Date	負責職員簽處 Staff Signature
1. Student – 1st Submission		
2. Lecturer – 1st Take Away		
3. Lecturer – 1st Marking Completed		

Attention

- All assignments need to be submitted within 90days after distribution.
- If needed, students can apply for a 30-day extension to the college's staffs. (ONLY 1 extension per module)
- Deferral application form should be handed in 10 days before deadline.
- To be efficient, please keep this cover and the marked pages after amendment.
- Late submission is not allowed. Any late submission will be charged HK$500 administration fee and students need to redo the new term's assignment in the next intake.
- All assignments must be submitted in both hard and soft copies (USB).
- No plagiarism is allowed. If there is any plagiarism found, we will follow the procedures stated in the admission pack. If you have any enquiries, please feel free to contact our staffs.

Submission Requirement	
Font	Times New Roman
Font Size	12
Spacing	Single Line Spacing
Margin	2 Centimetres (Left-side of page only)
Printing	Single Sided with Page No.
Number of Words (Approx.)	7,500 words

For Assessor and IV to CHECK:

Page no.	Unit Assessor to check	Checked
(write it later)	Assessor to check Student is answering generally to the question points for each question	
(write it later)	Assessor to check Student answer is of 2.5 to 3 pages long each (except maths)	
(write later)	Assessor given grade (Ps, or M1, M2, M3 or D1, D2, or D3) on the last answer page, justifications for the grade, and improvement advice (for L5/L6 only)	
(write later)	Assessor given regular comments on each page if not some of the pages and not just at the last answer page	
3-4	Assessor put grade on the grading page and give overall comments for each criteria page	
3-4	Assessor sign off and dated on the assignment page	
5	Assessor sign off but do not date on the IV page	
(write later)	Internal Verifier (IV) to check Assessor (UA) all of the above	
5	IV to put in the comments on the IV page, write the words for Match, Accurate, Constructive and No change of grades and general feedback to the UA	
5	IV to put his name, sign and date	

Assessor's comments

Qualification	HND in Construction and the Built Environment	Assessor name	Dr. Peter Kwan	Second Assessor	
Unit number	N5E22	Learner name			
Assignment title	Group Project				

Marking *FOR REFERENCE ONLY

LO					
1	P1	P2			
	Comment:				
2	P3	P4			
	Comment:				
3	P5	P6	P7		
	Comment:				
4	P8	P9			
	Comment:				
MERIT	M1	M2	M3	M4	
	Comment:				
DISTINCTION	D1	D2	D3		
	Comment:				

*Please ✓ below if achieved.

Overall Grade	
Marker Signature	

* Grading will not be accepted if there is no signature by the Marker.

Grading criteria	Achieved?

Learner feedback

Assessor feedback

Action plan

Assessor signature		Date	
Learner signature		Date	

Award	**HND in Construction and the Built Environment**	**Assessor**	**Dr. Peter Kwan**
Unit(s)	**Unit 22 Group Project**		

Assignment title:	**Group Project**		
Learner's name:			
Which criteria has the assessor awarded?	Pass	Merit	Distinction
Do the criteria awarded match those targeted by the assignment brief?	Y/N* Details		
Has the work been assessed accurately?	Y/N* Details		
Is the feedback to the learner: • Constructive • Linked to relevant grading criteria • Identifying opportunities for improved performance	Y/N* Details		
Does the grading decision need amending?	Y/N* Details		

Remedial action taken:

Internal Verifier name			
Internal Verifier signature		**Date**	
Confirm Action completed			
Assessor signature			
Internal verifier signature			

Assignment front sheet

Learner name	Assessor name
	Dr. Peter Kwan

Date issued	Completion date	Submitted on
08/12/2018	03/06/2019	

Qualification	Unit number and title
HND in Construction and the Built Environment	N5E22 Group Project

Assignment title	N5E22 Group Project

Criteria reference	To achieve the criteria the evidence must show that the student is able to:	LO no.	Evidence
P1	Evaluate own skills and the skills of others through skills auditing and review.	LO1	
P2	Develop role descriptions and responsibilities within a team.	LO1	
P3	Develop a project plan to ensure successful achievement of completed project.	LO2	
P4	Illustrate resource planning (both physical and human) as well as time planning.	LO2	
P5	Develop construction drawings and specifications.	LO3	
P6	Prepare a cost plan.	LO3	
P7	Produce a pre-construction health & safety method statement.	LO3	
P8	Undertake a continual review of their own work, recording this throughout the project.	LO4	
P9	Evaluate their own working practices in relation to that of other members of the team, identifying areas of good practice.	LO4	
M1	Discuss the allocation of roles within a collaborative team to meet overall project needs.	LO1	

M2	Interpret events and activities in a project plan in order to indicate milestones, and risks.	LO2	
M3	Evaluate the ways in which Building Information Modelling can provide greater efficiency in collaborative preparation of tender documentation.	LO3	
M4	Evaluate their own personality profile in relation to your working practices.	LO4	
D1	Justify the allocation of roles and responsibilities within a team, recognising individual skills and ambitions vs project requirements.	LO1	
D2	Critically evaluate the relationships between project planning and tender documentation, highlighting ways in which tender information responds to project planning.	LO2 LO3	
D3	Critically evaluate the success of a project by considering individual and group working practices in relation to assigned roles and personality profiles.	LO4	

Learner declaration

I certify that the work submitted for this assignment is my own and research sources are fully acknowledged and agreed that once successfully submitted to Hong Kong College of Engineering, it is deemed the property of Hong Kong College of Engineering.

Learner signature: Date:

Higher National Diploma in Construction and the Built Environment (Surveying) /(Civil Engineering) / ((BSE - Air Conditioning) / (BSE - Electrical)

Student Name /ID Number	
Unit Number and Title	N5E22 Group Project
Academic Year	2018.12
Unit Assessor	Dr. Peter Kwan
Assignment Title	N5E22 Group Project
Issue Date	08/12/2018
Submission Date	Deadline : 03/06/2019
IV Name	Mr. Wallace Chan
Date	

Assignment Brief and Guidance:

Assuming you are a team of 3 to 4 graduate engineers and you are being asked to form a project team to work on a project of your choice. You should work professionally and coordinate and communicate as far as real engineers in the construction industry in HK.

Unit Learning Outcomes:

LO1: Assess individual and group skills in order to allocate roles within a collaborative team.

Evaluate everyone own skills and discuss through self-auditing or brain storming and review. Highlight each person's strength and weakness.

Develop role descriptions and responsibilities with your own team of 3 to4 within your own team. That is to find out what needs to be done in a project selected by the team.

Discuss the allocation of roles among the team for the selected project of the group choice. It can be a design, construction or a maintenance project but can be complete within 3 to 6 months. (M1)

Justify the allocation of roles and responsibilities within your team, recognizing individual skills and goals against project requirements of your selected project. (D1)

LO2: Plan a construction project, based on the Pearson-set theme, in collaboration with others to ensure good practice in resource management, staffing and project scheduling.

Develop a project plan to ensure successful completion of the project. This project management plan shall be in the form of a bar chart of activities.

Illustrate the resources planning including the human, equipment and put them into the time programme or plan.

Interpret and explain the events and activities in this project plan and indicate the milestones and risks. (M2)

Assignment Brief and Guidance:

Now your team is more familiar with each other, and is working towards the tender stage under a tight schedule. Your manager has asked your team to speed up the work. So have regular discussion meetings and act towards the common goals for the following tasks.

LO3: Prepare tender documentation; undertaking work appropriate to a defined role within a team.

5. Develop the construction drawings and write up the project construction specifications. So it is better a construction project.

6. Prepare a cost plan for the project. You may also depict for a cash flow analysis for the entire project duration.

7. Produce a pre-construction health & safety method statement.

Evaluate the different ways in which BIM can provide greater efficiency in collaborative preparation of tender documentation. (M3)

Evaluate critically the relationships between project planning and tender documentation. Highlight different ways in which tender information responds to project planning. (D2)

LO4: Evaluate own work, and the work of others, in a collaborative team.
8. Undertake a continual review of their own work and record throughout the project. 9. Evaluate their own working practices in relationship to that of other members. Identifying areas of good practice. Evaluate their own personality profile in relationship to your working practices. (M4) Critically evaluate the success of a project by considering individual and group working practices in relationship to assigned roles and personality profiles. (D3)