

Assignment Name	Assignment Type	Date of Presentation / Hand-in	Assignment Weighting
1. Document of Intent	Written	Thursday 4 July	10%

Document of Intent / Thursday 4 July 2024

This assignment requires you to work **individually**.

500 and 1,000 words in length – TEAMS + TurnItIn upload

This “Document of Intent” is a declaration of the individual roles / targeted areas that you have elected to execute with regard to the implementation of the major project. If working in a group - these roles must have been negotiated and agreed with the rest of the team members and must include a reason why these roles were chosen. For those working individually - please adopt these production role titles, to explore how you will target these skills to meet each part of your own production goals. Reasons may include matching skill sets, matching aspirations, a need for further exploration or research in a certain areas of creativity or technique. Whether individually, or working in a team, each role has to be categorised into one of the four types which are Supervisory, Primary, Secondary and Standby. A “Role” is a job or a task which usually involves executing a process by the means of practical work. A “Role” can also be a responsibility which might not involve a process, but does make you accountable if, whatever you are responsible for, goes wrong. Each role (including responsibilities) should be classified into one or more of the following categories:

A Supervisory Role:

A Supervisory Role is classified as managerial and who tasks, schedules, monitors and/or mentors others. A “Director” or “Project Manager” are examples of typical supervisory roles. Not all students would be expected to take on a supervisory role.

A Primary Role:

A Primary Role is one that is critical to the successful completion of the project. All students would be expected to take on at least one primary role but some could have more than one.

A Secondary or Support Role:

A Secondary or Support Role is one that is not critical to the successful completion of the project but increases quality or reduces production time. All students would be expected to take on a least one secondary or support role depending on their commitment to the two categories above but some could have more than one.

A Standby Role:

A Standby Role is one already allocated to other members of the team but could be replaced if absent or sick. All students would be expected to take on at least one Standby role depending on their commitment to the three categories above but some could have more than one. In each case you should explain why you have decided to take on the role, how the group will benefit from this and what you expect to gain with regard to personal aims and objectives. These reasons will help you when you finally prepare your “Critical Reflection” document towards the end of your course. Some explanations may seem obvious to you but you still need to give solid reasons why you are taking on a role and or responsibility. You may find yourself with a role that you don’t really want. If this is the case then stay positive and look for the good things that the role could or will yield. A reasonable explanation might be: *“I have taken on this particular role because no one else in the group wishes to do it and I think that it essential for the benefit of the project as a whole. It will give me chance to learn *****, which I have not done before and it will give me a chance to ****, which will expand my skills and creativity.”*

Mentoring: Ideally you should receive help from a tutor in areas where you need additional support. Helping each other by mentoring is not unusual and happens regularly in the industrial workplace. We all have areas where we would like to do better; it is how we cope with them and the way we try to improve, that matters. It is important, therefore, that you list any area where you feel you need additional support in your document of intent so that your tutor can provide, or direct you to the source of, support. Improvement or ground gained in learning outcomes in these areas can then be referred to, by you, in the “Document of Critical Reflection” (at the end of the process).

