Team report

Required

Write a team report of about 3000 words on one of the following research topics. The report must include at least one case study to reflect the topic of discussion.

* Enterprise Systems and Data Management.

### All reports must use the APA referencing style.

Reports are to be presented in hard copy in size 12 Arial Font and double spaced. Your report should include a list of references used in the essay **and** a bibliography of the wider reading you have done to familiarize yourself on the topic.

# Team Report

Weighting: 15% for Team Report

**Student IDs:**

**Assessment Criteria:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Score** | **Very Good** | **Good** | **Satisfactory** | **Unsatisfactory (0)** |
| **Presentation /Layout**  **/1 mark** | Information is well organized, well written, and proper grammar and punctuation are used throughout. Correct layout used. | Information is organized, well written, with proper grammar and punctuation. Correct layout used. | Information is somewhat organized, proper grammar and punctuation mostly used. Correct layout used. | Information is somewhat organized, but proper grammar and punctuation not always used. Some elements of layout incorrect. |
| **Structure**  **/1 mark** | Structure guidelines enhanced | Structure guidelines followed exactly | Structure guidelines mostly followed. | Some elements of structure omitted |
| **Introduction**  **/1 mark** | Introduces the topic of the report in an extremely engaging manner which arouses the reader's interest. Gives a detailed general background and indicates the overall "plan" of the paper. | Introduces the topic of the report in an engaging manner which arouses the reader's interest.  Gives some general background and indicates the overall "plan" of the paper. | Satisfactorily introduces the topic of the report.  Gives a general background.  Indicates the overall "plan" of the paper. | Introduces the topic of the report, but omits a general background of the topic and/or the overall "plan" of the paper. |
| **Discussion of topics**  **/7 marks** | All topics discussed in depth. Displays deep analysis of issues with no irrelevant info. | Consistently detailed discussion. Displays sound understanding with some analysis of issues and no irrelevant information | Most topics are adequately discussed.  Displays some understanding and analysis of issues. | Inadequate discussion of issues Little/no demonstrated understanding or analysis of most issues and/or some irrelevant information. |
| **Case Study**  **/2 marks** | Case study clearly reflects at least one of the points discussed and the lessons learned | Case study clearly reflects the topic discussed, but lessons are not well abstracted | Case study is relevant but does not clearly reflect the point of discussion | Case study is irrelevant to the topic of discussion |
| **Conclusion**  **/1 mark** | An interesting, well written summary of the main points.  An excellent final comment on the subject, based on the information provided. | A good summary of the main points.  A good final comment on the subject, based on the information provided. | Satisfactory summary of the main points.  A final comment on the subject, but introduced new material. | Poor/no summary of the main points.  A poor final comment on the subject and/or new material introduced. |
| **Referencing**  **/2 marks** | Correct referencing (APA). All quoted material in quotes and acknowledged. All paraphrased material acknowledged. Correctly set out reference list. | Mostly correct referencing (APA). All quoted material in quotes &acknowledged. All paraphrased material acknowledged.  Mostly correct setting out reference list. | Mostly correct referencing (APA ) Some problems with quoted material and paraphrased material  Some problems with the reference list. | Not all material correctly acknowledged.  Some problems with the reference list. |
| **SubTotal-1**    **/15 marks** |  |  |  |  |

# Team Report Presentation

Weighting: 10% for Team Presentation

Students are expected to create and present a 10-15 minute overview of the findings from their Team Report.

**Assessment Criteria:**

|  |  |  |
| --- | --- | --- |
| **Criteria** |  | |
| **Introduction** |  |  |
| **Content** |  |  |
| **Conclusion** |  |  |
| **Presentation Style eg clarity, engagement** |  |  |
| **Team participation** |  |  |
| **Timing (10-15 minutes)** |  |  |
|  |  |  |
| **General Comments:** | | |