

BDP1 & BDP2 LOGBOOK (20%)

(LB1) Regularity & Completeness of Entries (Weightage: 2)		PO11: Project Management and Finance	
Entries are made consistently every week with complete details (date, duration, activity, remarks); no missing weeks.		10	9
Entries are made for most weeks but with some incomplete details or missing weeks.		8	7 6
Entries are sporadic; several weeks are missing or lack essential details (date, duration, activity).		5	4 3
Very few entries recorded; logbook is largely incomplete or not maintained.		2	1
No entries recorded; logbook does not exist		0	
(LB2) Project Cost Analysis (Weightage: 2) (Items: Actual project cost compared against the estimate made in PSM 1, with variances identified and explained)		PO11: Project Management and Finance	
Excellent cost analysis that compares actual against estimated cost and explains every variance convincingly.		10	9
Good cost analysis that compares actual against estimated cost and explains the major variances.		8	7 6
Fair cost analysis that reports the actual cost only, with variances noted but not explained.		5	4 3
Poor cost analysis that is incomplete and makes no comparison with the estimate.		2	1
Cost analysis is not provided.		0	
(LB3) Clarity & Quality of Progress Reporting (Weightage: 3)		PO10: Communications TA2	
Progress is described clearly, accurately and in sufficient technical detail; supervisor can easily track project development. Logbook entries are consistently clear, systematic and professional. Activities, discussions, decisions, results and next actions are communicated effectively using appropriate technical terminology and supporting evidence.		10	9
Progress is described with reasonable clarity and detail; with only minor omissions in explanation or supporting evidence.		8	7 6
Progress is described vaguely with limited technical detail. Short explanations and technical detail.		5	4 3
Progress reporting is unclear, inconsistent, or largely irrelevant to the project making project progress difficult to understand.		2	1
No meaningful documentation of project progress.		0	
(LB4) Critical Thinking & Engagement with Literature (Weightage: 3)		PLO12: Lifelong Learning SK8	
Strong evidence of engagement with current literature/technical resources; clear critical reflection with well-reasoned, justified solutions to problems encountered.		10	9

Good evidence of engagement with current literature and critical thinking; proposed solutions are reasonable and justified.	8	7	6
Some evidence of literature engagement or critical reflection; problems are noted without meaningful analysis.	5	4	3
No evidence of engagement with literature/technical resources or critical thinking; problems, if noted, are stated without analysis.	2	1	
No evidence at all; no problem is mentioned	0		
(LB5) Project Planning, Monitoring & Time Management (Weightage: 4)	PO11: Project Management and Finance		
Clear and consistent evidence of comprehensive planning and systematic monitoring of project milestones against the schedule/Gantt chart. Time, resources, and project activities are effectively managed, with progress regularly reviewed and any potential delays addressed proactively. Clear cost analysis.	10	9	
Strong evidence of planning and regular monitoring of project milestones against the schedule/Gantt chart. Time and resources are managed effectively, with minor deviations identified promptly and appropriate actions taken to keep the project on track. Strong cost analysis.	8	7	6
Basic evidence of project planning and some monitoring of progress against the schedule/Gantt chart. However, monitoring is inconsistent, and some milestones or activities may experience delays without timely corrective action. Basic cost analysis.	5	4	3
Limited evidence of project planning or systematic monitoring of progress. Reference to the schedule/Gantt chart and milestones is minimal, with project management largely reactive and significant deviations from the planned timeline. Limited cost analysis.	2	1	
No clear evidence of project planning or progress monitoring. There is no meaningful reference to a schedule, Gantt chart, milestones, deadlines, or effective time and resource management. No cost analysis.	0		
(LB6) Self-Directed Learning, Initiative & Supervisor Consultation(Weightage: 3)	PO12: Lifelong Learning SK8		
Strong evidence of self-directed learning and proactive initiative; effective, regular consultation with the supervisor with clear follow-up actions recorded.	10	9	
Some independent learning and initiative are shown; consultation with the supervisor is present but minimal.	8	7	6
Limited independent learning; student is largely dependent on supervisor direction with little initiative.	5	4	3
No evidence of independent learning or initiative; little record of consultation with the supervisor.	2	1	
No record of consultation with the supervisor.	0		
(LB7) Familiarity of the problem/project Weightage: 3)	PO10: Communications TA5		
Demonstrates comprehensive and consistent knowledge of normal operating procedures and processes through the logbook. Progress, activities, decisions, problems, and corrective actions are clearly and systematically documented. Communicates progress effectively with the supervisor, follows agreed procedures, and provides clear evidence of monitoring milestones and completing tasks according to the project schedule.	10	9	
Demonstrates good familiarity with normal procedures and processes. Logbook records provide clear evidence of project activities and progress. Communication with the supervisor is generally effective, although some entries may lack detail regarding decisions, problems encountered, or actions taken.	8	7	6

Demonstrates basic familiarity with normal procedures and processes. Logbook entries document major activities and some progress, but the information is sometimes incomplete, inconsistent, or lacking in detail. Communication with the supervisor and follow-up of feedback are evident but may not be consistently documented.	<table><tr><td>5</td><td>4</td><td>3</td></tr></table>	5	4	3
5	4	3		
Demonstrates limited familiarity with normal FYP procedures and processes. Logbook entries are irregular or provide insufficient information about project progress and activities. Communication with the supervisor is limited, and evidence of following procedures, responding to feedback, or monitoring project progress is weak.	<table><tr><td>2</td><td>1</td></tr></table>	2	1	
2	1			
Demonstrates little or no familiarity with normal FYP operating procedures and processes. Logbook entries are absent, extremely limited, or lack meaningful evidence of project progress. There is little or no evidence of communication with the supervisor, documentation of feedback, or adherence to established project procedures.	<table><tr><td>0</td></tr></table>	0		
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SK8 : Technological literature

TA2: Level of interactions

TA5: Familiarity