

# **IDE Master Graduation Project**

**TU**Delft

### Project team, procedural checks and Personal Project Brief

In this document the agreements made between student and supervisory team about the student's IDE Master Graduation Project are set out. This document may also include involvement of an external client, however does not cover any legal matters student and client (might) agree upon. Next to that, this document facilitates the required procedural checks:

- Student defines the team, what the student is going to do/deliver and how that will come about
- Chair of the supervisory team signs, to formally approve the project's setup / Project brief
- SSC E&SA (Shared Service Centre, Education & Student Affairs) report on the student's registration and study progress
- IDE's Board of Examiners confirms the proposed supervisory team on their eligibility, and whether the student is allowed to start the Graduation Project

#### STUDENT DATA & MASTER PROGRAMME

Complete all fields and indicate which master(s) you are in

Family name	IDE master(s)	IPD	Dfl	SPD
Initials	2 <sup>nd</sup> non-IDE master			
Given name	Individual programme (date of approval)			
Student number	Medisign			
	HPM			

#### SUPERVISORY TEAM

Fill in he required information of supervisory team members. If applicable, company mentor is added as 2<sup>nd</sup> mentor

Chair	dept./section	ļ	Ensure a heterogeneous team. In case you wish to
mentor	dept./section		include team members from
2 <sup>nd</sup> mentor			the same section, explain why.
client:		1	Chair should request the IDE Board of Examiners for
city:	country:		approval when a non-IDE mentor is proposed. Include
optional			CV and motivation letter.
comments		I	2 <sup>nd</sup> mentor only applies when a client is involved.

APPROVAL OF CHAIR on PROJECT PROPOSAL / PROJECT BRIEF -> to be filled in by the Chair of the supervisory team

Name	Date	Signature	
Sign for approval (Chair)			

#### CHECK ON STUDY PROGRESS

To be filled in **by SSC E&SA** (Shared Service Centre, Education & Student Affairs), after approval of the project brief by the chair. The study progress will be checked for a 2<sup>nd</sup> time just before the green light meeting.

Master electives no. of EC accumulated in total	EC		YES	all 1 <sup>st</sup> year master courses passed	
Of which, taking conditional requirements into account, can be part of the exam programme	EC		NO	missing 1 <sup>st</sup> year courses	
		Comments:			
Sign for approval (SSC E&SA)					
Name	Date		9	Signature	

#### **APPROVAL OF BOARD OF EXAMINERS IDE on SUPERVISORY TEAM** -> to be checked and filled in by IDE's Board of Examiners

Does the comp comply with re	position of the Supervisory Team egulations?	Comment	S:	
YES	Supervisory Team approved			
NO	Supervisory Team not approved			
Based on stuc	ly progress, students is	Comment	s:	
	ALLOWED to start the graduation	n project		
	NOT allowed to start the graduat	ion project		
Sign for a	oproval (BoEx)			
Name		Date	Signature	





## **Personal Project Brief – IDE Master Graduation Project**

Name student

Student number

**PROJECT TITLE, INTRODUCTION, PROBLEM DEFINITION and ASSIGNMENT** Complete all fields, keep information clear, specific and concise

#### **Project title**

*Please state the title of your graduation project (above). Keep the title compact and simple. Do not use abbreviations. The remainder of this document allows you to define and clarify your graduation project.* 

#### Introduction

Describe the context of your project here; What is the domain in which your project takes place? Who are the main stakeholders and what interests are at stake? Describe the opportunities (and limitations) in this domain to better serve the stakeholder interests. (max 250 words)

image / figure 1





## **Personal Project Brief – IDE Master Graduation Project**

#### **Problem Definition**

What problem do you want to solve in the context described in the introduction, and within the available time frame of 100 working days? (= Master Graduation Project of 30 EC). What opportunities do you see to create added value for the described stakeholders? Substantiate your choice.

(max 200 words)

#### Assignment

This is the most important part of the project brief because it will give a clear direction of what you are heading for. Formulate an assignment to yourself regarding what you expect to deliver as result at the end of your project. (1 sentence) As you graduate as an industrial design engineer, your assignment will start with a verb (Design/Investigate/Validate/Create), and you may use the green text format:

Then explain your project approach to carrying out your graduation project and what research and design methods you plan to use to generate your design solution (max 150 words)

#### Project planning and key moments

To make visible how you plan to spend your time, you must make a planning for the full project. You are advised to use a Gantt chart format to show the different phases of your project, deliverables you have in mind, meetings and in-between deadlines. Keep in mind that all activities should fit within the given run time of 100 working days. Your planning should include a **kick-off meeting, mid-term evaluation meeting, green light meeting** and **graduation ceremony**. Please indicate periods of part-time activities and/or periods of not spending time on your graduation project, if any (for instance because of holidays or parallel course activities).

Make sure to attach the full plan to this project brief. The four key moment dates must be filled in below

Kick off meeting	In exceptional cases (part of) the Graduation Project may need to be scheduled part-time. Indicate here if such applies to your project
Mid-term evaluation	Part of project scheduled part-time
	For how many project weeks
Croon light mosting	Number of project days per week
Green light meeting	Comments:
Graduation ceremony	
·	

#### Motivation and personal ambitions

Explain why you wish to start this project, what competencies you want to prove or develop (e.g. competencies acquired in your MSc programme, electives, extra-curricular activities or other).

Optionally, describe whether you have some personal learning ambitions which you explicitly want to address in this project, on top of the learning objectives of the Graduation Project itself. You might think of e.g. acquiring in depth knowledge on a specific subject, broadening your competencies or experimenting with a specific tool or methodology. Personal learning ambitions are limited to a maximum number of five. (200 words max)