

ENGN4300 Capstone Design Project Performance Management Process - Capstone Project

Semester 1, 2026

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1. Performance Management Process

A performance management process is a **structured, documented approach** for addressing ongoing concerns about a student's contribution, behaviour, or engagement within a team. Its purpose is not to punish but to **support improvement**, ensure fairness to the rest of the team, and provide a clear pathway for resolving issues that informal feedback has not been able to fix. While it is most often used when an individual student is underperforming, the same process may be applied to an entire team if the group as a whole is not meeting expectations despite receiving feedback and opportunities to improve.

In an educational context, it mirrors professional engineering practice: concerns are raised early, evidence is gathered, expectations are clarified, and the student is given a reasonable opportunity to meet those expectations.

1.1. Trigger for Formal Performance Management

A formal process begins when: * The team has attempted to resolve issues through regular feedback cycles (TMC and internal team discussions), **and** * Problems persist (e.g., missed deadlines, poor communication, lack of engagement, unprofessional behaviour), **and** * The team has contacted the teaching team with a clear summary of what has already been tried.

This ensures the process is used only when informal strategies have been exhausted.

1.2. Initial Meeting with the Teaching Team

The teaching team meets with: * The student whose performance is in question, **and** * Either the whole team or selected representatives, depending on the situation.

The purpose of this meeting is to: * Clarify the concerns * Hear the student's perspective * Identify any underlying issues (workload, misunderstanding, personal circumstances, skill gaps) * Establish shared expectations moving forward

This meeting should be calm, factual, and focused on problem solving rather than blame.

1.3. Performance Improvement Plan (PIP)

Where the teaching team determines that a formal performance management process is justified, the teaching team and the student (and sometimes the team) agree on a Performance Improvement Plan. This plan includes: * **Clear expectations** What specific behaviours, deliverables, or communication practices need to change. * **Reasonable, achievable steps** Concrete actions the student will take (e.g., attend all meetings, complete assigned tasks by agreed deadlines, provide progress updates). * **Support mechanisms** Tutoring, check ins, skill building resources, or adjusted workload if appropriate. * **Timeframe** Usually 1–3 weeks, depending on the project stage. * **Evidence required** What the student must demonstrate to show improvement.

The plan is documented and shared with all relevant parties.

1.4. Monitoring and Check-ins

During the improvement period: * The teaching team checks in at agreed intervals * The team provides factual updates * The student has opportunities to ask for clarification or support The goal is to ensure the student has every reasonable chance to succeed.

1.5. Outcomes

At the end of the improvement period, the teaching team reviews the evidence and determines one of two outcomes:

A. Issue Resolved

The student has met the expectations of the plan. They return to normal team processes, and the matter is closed.

B. Course Requirements Not Met

If the student does not meet the agreed expectations:

- * They may receive a NCN – Not completed/Fail grade (meaning course requirements have not been met) outcome for the course
- * Their grade may be affected according to the assessment rules, and they may be forced to take the course again
- * The team is not penalised for another member's lack of contribution

This outcome is used only when the student has been given a fair, documented opportunity to improve.

2. Version Control

2.1. Document Information

Document Information

This document	ENGN4300 Performance Management	Download as PDF
Format	PDF preferred, also available as web page	
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2.2. Change log

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