

ETR591
Data Processing and Presentation Assignment – 20%
Due: As per Schedule

Format

1. Prepare a cover page with the required information (Assignment Name, your name, my name, course AND section, and date)
2. **DO NOT use personal pronouns** i.e, I, me, my, they etc.
3. Spell out the word(s) or phrase **first** then use acronym in brackets.
Example: Low impact Development (LID). Then use the acronym in the rest of the document.
4. Use numbers for questions
5. Use of numbers. roman numerals, or letters for any lists
6. Introduction, Scope, and Problem are full sentences and should be taken from Topic Proposal – with any suggestions/edits from Professor.
7. List and point form for questions 1-4
8. Full sentences for questions 5-7.
9. Single Spaced. Except for References.
10. 12-point size.
11. Standard font (Times Roman, Calibri, Arial).
12. Standard Margins (Word automatically has this set up – **do not change**).

Length

- 4 -6 pages maximum

Data Processing	4-5 Pages
References	1 Page (Always last and a separate page)

Grading

Overall **Data Processing and Presentation Assignment is 20%** of final mark. The Breakdown is as follows:

- 10% - Detailed Outline Document - 57 marks
- 10% - Presentation - 32 marks
- The Data Processing and Presentation Rubric is available under “Assignments”
- It is **recommended** that each student review the rubric to see how your assignment is evaluated.

Data Processing Document – 10%

Students may follow the following format:

Introduction

- Re-state from previous assignment. Incorporate suggestion and/or any changes made by professor.

Problem

- Re-state from previous assignment. Incorporate suggestion and/or any changes made by professor.

Scope

- Re-state from previous assignment. Incorporate suggestion and/or any changes made by professor.

1.0 Types of data required for Report are as follows:

- List your required data
- Number list. Use of numbers, roman numerals or letters.
- Be consistent throughout

Example DO NOT COPY

1. Costs of Materials
2. Calculations for area and perimeter
3. Material Types
4. Dimensions for Site
5. Asphalt Profile View
6. Specifications for Asphalt (City of Toronto)
7. The city of Toronto Specification for road surfaces
8. Ontario Building Code
9. Engineering blueprints or As-Built drawings
10. Current Signal timing

2.0 Data will be obtained from the following sources:

- List where the data will be obtained
- **Follow the same sequence** of data shown in the above list. IF you list 1-9 pieces of data, use the SAME list for how data will be obtained.
- Do NOT have different data and sources as listed in previous questions.

Example – DO NOT COPY

1. Cost of Materials:
 - 1.1. Ontario Ministry transportation for aggregate use best practices
 - 1.2. Asphalt calculations of cost in total base on the list of materials that were used in asphalt: tars, stone mastic asphalt, coal tar and pitch
 - 1.3. Granular A, granular B, sub-base cost obtained from industry best practices and XXXX aggregate company.

2. Calculations for area and perimeter:

2.1. Calculations of area and perimeters will be given by Toronto Open Data.

Ect...

3.0 The data will be stored using the following:

- State how the data is stored.
- Used the same numbered list as above to ensure all data is included

Example DO NOT COPY

1) Cost of Materials

- This will be stored in the report as raw data in an appendix
- The processed portion of the data will be stored using Tables in MS Excel

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9) Engineering blueprints or As-Built drawings

- This will be stored in an appendix and in the body of the report

Ect...

4.0 The following data will require processing prior to usage:

- State what data (out of list) will require processing
- State what processing will be conducted

5.0 Clearly outline the type(s) of data analysis that you will perform.

- List what analyses are being performed

6.0 Explain, in detail for each, the **various steps of the analysis** (from start to finish).

7.0 How will you present the results of your analysis? (i.e., pie charts, graphs, tables, statistics, etc.)

*****Questions 5-7 have been answered collectively*****

8.0 Refences

Submission of Data Processing Document

1. Electronic copy under "Assignment" in BB. Separate file for data processing document
1. MUST be **ONE file**
2. MUST be a **WORD file** – other files will not be accepted
3. SafeAssign
4. Due on date specific to your section

Presentation – 10%

- 1) Use Link on Left side of BB
- 2) The link will bring you to Screen-o-matic
- 3) This is a free screen capture software
- 4) Bring up PowerPoint Presentation before you use screen-o-matic
- 5) The software will capture whatever is on your screen and your voice
- 6) Save presentation after finished to your COMPUTER (MP4 file)
- 7) Submission of presentation **MUST** include your **PowerPoint AND Voice**
- 8) **ONLY** the professor will be viewing presentations
- 9) **Make a PowerPoint Presentation of your DATA PROCESSING**
- 10) **8-10 minutes Presentation**

Things to Include

- Topic
- Site Location
- Problem
- Scope
- **Types of Data** that will be collected
- Where is Data coming from (municipality, As-Built Drawings, Previous public reports, best practice documents, Case Studies etc.)
- **Where** will Data be presented in report (body, appendices etc.)
- **Will** Data be RAW or PROCESSED or both
- **How** will Data be presented (Tables, graphs. Charts, Software etc.)

****It is recommended to follow logical sequence as shown above.**

Submission of Presentation

1. Electronic copy under "Assignment" in BB. Separate file for presentation
2. MUST be **ONE file**
3. Due on date specific to your section