1987–2027

Greenwich University

skm.
SCHOOL OF BUSINESS
A GREENWICH UNIVERSITY SCHOOL

Greenwich Works

BUILD BLOCK BRIEF · FALL 2026–27

Business Foundations Desk CLIENT LANE

Project menu session 5 · this brief session 5 · project chosen session 6 · build from session 7 · 198 students · 40 teams at the final cut · courses: GBBL312, GBCE316, GEFA314, GHEC315, GBBE311, GBGM100, GHGE300, GHMS314

What your team is building

The first-year block. Each team works for a client office inside Greenwich University on Tier 1 ethics — law, accounting, computing, written English — with a Computing strand for first-year computing students.

Your block's conveners. Ali Saeed (leads the block) · Nasreen Jawaid · Dr Muhammad Asif Khan · Haris Yaseen · Rafia Khan.

ONE PROJECT, SEVERAL GRADEBOOKS

You submit **one** piece of work, and each course that marks it looks at a different dimension, out of 15. **At most eight courses mark one team file.** A course you take that falls outside those eight sets you a **lens note** instead — an individual piece on the same project from that course's angle, 3,000 words, same rubric, out of 15, with a viva out of 5. No student carries more than two: from a third, that course marks your viva out of 20 instead.

YOUR MARKS FROM THIS PROJECT

30 sessional work — a team mark of 15 from each course that marks your file, plus your own viva of 5, held in class in the Presentations & Viva week, plus your teacher's quizzes and assignments 10
30 the mid-term
40 the final

This replaces most coursework, not classes.

The projects in this block

Your team chooses one of these in session 6, with your convener. **At most two teams take the same project, and only on different sites or areas.** The full question, the work and the required pieces for each project are in the Ideas Book. Each line below says what your team leaves behind by December, and the skill you take away.

PROJECT	WHAT EXISTS BY DECEMBER	SKILL
Legalise the Campus Bake Sale Reports to: Greenwich University Student Affairs Office	A plain-English stall guide with permission-route map, cash book and break-even sheet, held by Student Affairs as a draft for approval.	working out a break-even point
Books for the Society Treasurer Reports to: Greenwich University Student Affairs Office	A cash book, receipt and one-page statement set with treasurer's guide, in use by societies if Student Affairs accepts it.	keeping a cash book and reconciling it to bills

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PROJECT	WHAT EXISTS BY DECEMBER	SKILL
The Freelancer's Legal Kit Reports to: Greenwich University Careers Office	A starter kit of service agreement, invoice and income sheet, each marked 'not legal advice', held by the Careers Office.	drafting a simple service agreement and invoice
Costing the Canteen Plate Reports to: Greenwich University Cafeteria	**A costing sheet for 20 menu items with margins, break-even and at least six weeks of plate tallies, plus a price-review memo, held by the Cafeteria.**	costing a product from its ingredients
The Cafeteria's Throwaway Bill Reports to: Greenwich University Cafeteria	A disposables count of at least six weeks, payback model and written switch plan to reusables, held by the Cafeteria.	building a payback model
The Library's Empty Seats Reports to: Greenwich University Library	An hour-by-day seat-demand chart and costed case for revised opening hours, held by the Librarian.	counting by sample and charting demand
The Shelf Nobody Borrows Reports to: Greenwich University Library	A never-borrowed index by subject from 1,000 sampled books, with a plain-English acquisitions policy, held by the Library.	drawing a sample and computing rates from records
Forty Years in Numbers Reports to: Greenwich University · Journey 40	A sourced 40-year dataset and fact file of programmes, intakes and campuses, handed to Journey 40.	building a dataset with every figure sourced
One Answer, Not Three Reports to: Greenwich University Admissions Office	A mismatch log and one-page FAQ of the 20 most-asked answers in plain English, in use at Admissions if it accepts it.	auditing published information and rewriting it plainly
Lights Left On Reports to: Greenwich University Administration	An eight-week log of twenty rooms, a cool-season saving model and a plain-English switch-off rota, held by Administration.	costing energy waste from a published tariff
The Price of Paper Reports to: Greenwich University Finance Office	A printing cost table by department, saving model and draft plain-English printing policy, held by the Finance Office.	costing an overhead by department from records

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PROJECT	WHAT EXISTS BY DECEMBER	SKILL
Who Reads the Notice Board? Reports to: Greenwich University Student Affairs Office	A notice-writing standard and board plan, backed by an eight-week log of every board, held by Student Affairs.	keeping a consistent weekly field log
The Form Every Student Signs Reports to: Greenwich University Registrar's Office	A plain-English and Urdu redraft of the standard student forms with clause-by-clause analysis, held by the Registrar for legal review.	redrafting a legal form in plain language
Twenty Outlines, Twenty Formats Reports to: Greenwich University · skm School of Business	A single plain-English course-outline template with checklist, tested on five outlines, held by the School of Business.	standardising documents into one tested template
Computing strand · The Room Booking Tool Reports to: Greenwich University Student Affairs Office	A working room-booking program with clash check and weekly printout, plus user guide, handed to Student Affairs.	writing a small program that checks for clashes
Computing strand · The Classroom Heat Logger Reports to: Greenwich University Administration	**Three calibrated temperature-and-humidity loggers**, an eight-week cool-season record of six rooms and a settings recommendation, handed to Administration with the loggers for a summer run.	building and calibrating a sensor logger
Computing strand · Journey 40 Timeline Reports to: Greenwich University · Journey 40	A searchable, printable timeline program with its twice-checked events table, a storage recommendation for the records and a guide, handed to Journey 40.	turning a checked data table into a working program
How Many Fit the Hall? Reports to: Greenwich University Examinations Office	A plain-English layout sheet for each exam hall with measured capacity and exit measurements, held by the Examinations Office.	measuring a room and computing safe capacity
The Jobs Board, Counted Reports to: Greenwich University Careers Office	A vacancy dataset with sector pay table and a plain-English posting template, in use at the Careers Office if it accepts it.	coding job adverts into a dataset

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PROJECT	WHAT EXISTS BY DECEMBER	SKILL
What an Hour of Sport Costs Reports to: Greenwich University Sports Office	A cost-per-hour table by sport with depreciation schedule and plain-English budget proposal, held by the Sports Office.	preparing a depreciation schedule
The Computer Lab Audit Reports to: Greenwich University IT Services	A full inventory of lab machines with use counts, depreciation schedule and written replacement plan, held by IT Services.	taking an asset inventory and planning replacement
When the Calendars Collide Reports to: Greenwich University VC Office	A single clash list of all published dates, with costed lost teaching days and revised calendar proposal, held by the VC Office.	cross-checking schedules and costing the clashes
The Water Point Audit Reports to: Greenwich University Administration	A map of every campus water point with eight-week condition log, service schedule and notice, held by Administration.	running a repeat inspection to a checklist
Forty Years of Fees Reports to: Greenwich University · Journey 40	A sourced fact sheet and chart of real fees since 1987, deflated by the official price index, handed to Journey 40.	adjusting money figures for inflation
The Campus on Wheels Reports to: Greenwich University Student Affairs Office	A plain-English campus access map with route measurements and five costed fixes, held by Student Affairs.	measuring a site against an accessibility standard
Computing strand · The Fee Calculator Reports to: Greenwich University Finance Office	A working fee calculator marked 'unofficial', tested on 50 signed-off cases, with user guide, handed to the Finance Office.	writing and testing a program against known cases
Computing strand · The Wi-Fi Map Reports to: Greenwich University IT Services	A Wi-Fi heat-map program with eight weeks of speed data from 40 points and a one-page note, handed to IT Services.	collecting measurements and mapping them in code
What's in the Plate? Reports to: Greenwich University Cafeteria	A designed ingredient label set and menu board with counter-staff guide, in use at the Cafeteria if it accepts it.	designing labels that meet a labelling rule

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PROJECT	WHAT EXISTS BY DECEMBER	SKILL
The Official Price and the Real One Reports to: Greenwich University Cafeteria	A variance schedule of 30 staples against the official price list over eight weeks, with a buying memo, held by the Cafeteria.	preparing a price variance schedule
The Cafeteria's Licence File Reports to: Greenwich University Cafeteria	A compliance calendar and plain-English checklist of every licence a campus canteen must hold, with renewal costs, held by the Cafeteria.	reading a statute into a compliance checklist
The Late-Book Fine Reports to: Greenwich University Library	A plain-English fines notice and costed amnesty-week proposal, backed by lateness charts, held by the Library.	charting a charge against the behaviour it is meant to change
Forty Questions to Apply Reports to: Greenwich University Admissions Office	A field-by-field review and shortened redraft of the application form, held by the Admissions Office for its review.	reviewing a form field by field for need
Find the Room Reports to: Greenwich University Administration	A sign standard and campus map, with a log of every sign on ten routes and costed re-signing plan, held by Administration.	getting and comparing supplier quotations in writing
The Refund Rule, Explained Reports to: Greenwich University Finance Office	A plain-English refund leaflet marked 'unofficial' with 30 worked examples checked by the Finance Office, held by that office.	working a rule through checked examples
The Cost of Keeping in Touch Reports to: Greenwich University Alumni Office	A cost-per-reply table by channel, one-year communications budget and plain-English message template, held by the Alumni Office.	comparing channels on cost per reply
A Quiet Room at Prayer Time Reports to: Greenwich University Student Affairs Office	A capacity table for each prayer and quiet space against students free at prayer times, three costed improvements, held by Student Affairs.	matching measured capacity to timetabled demand
The Rulebook Nobody Reads Reports to: Greenwich University Registrar's Office	A two-page plain-English summary of the handbook's ten most-used rules, held by the Registrar as a draft for legal review.	summarising rules plainly without changing their meaning

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PROJECT	WHAT EXISTS BY DECEMBER	SKILL
What a Transcript Costs Reports to: Greenwich University Registrar's Office	A break-even table of cost against fee for five documents, with step maps and 'how to ask' notice, held by the Registrar.	timing a process and costing each step
The Textbook Bill Reports to: Greenwich University · skm School of Business	A per-semester textbook bill, plain-English buying guide and costed reserve-shelf proposal, held by the School of Business.	comparing prices across sellers and formats
The Exam Rules on One Page Reports to: Greenwich University Examinations Office	A one-page plain-English and Urdu version of the exam rules with two-page legal note, held by the Examinations Office for review.	testing a procedure against fair-hearing basics
What an Exam Sitting Costs Reports to: Greenwich University Examinations Office	A cost-per-candidate budget sheet for an exam sitting with a shared-sittings saving model, held by the Examinations Office.	costing a service per user from office totals
The Internship Letter Reports to: Greenwich University Careers Office	A one-page internship letter and host checklist marked 'not legal advice', with stipend table and student guide, held by the Careers Office.	drafting a one-page letter of terms
Play at Your Own Risk? Reports to: Greenwich University Sports Office	**A draft consent form and safety notice, with a record of what is present and costed missing items, held by the Sports Office for legal review.**	checking premises against a published safety checklist
The Rules of the Network Reports to: Greenwich University IT Services	A one-page plain-English version of the computer-use rules with two-page legal note, held by IT Services as a draft for review.	reading a policy against the statute behind it
Rooms Booked, Rooms Used Reports to: Greenwich University VC Office	A use-and-fill-rate table by room, day and hour from eight weeks of rounds, with a re-rooming proposal, held by the VC Office.	computing utilisation rates from a sample
Computing strand · The Classroom Light Meter Reports to: Greenwich University Administration	**A calibrated light logger and plotting program with eight weeks of desk-level readings from six rooms and a recommendation, handed to Administration.**	calibrating an instrument and stating its uncertainty

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PROJECT	WHAT EXISTS BY DECEMBER	SKILL
Computing strand · The Roof in the Sun Reports to: Greenwich University Administration	**A solar-yield program**, eight weeks of panel measurements checked against published irradiance tables and a payback estimate from published prices, handed to Administration.	estimating payback from measured and published data
Computing strand · How Quiet Is the Library? Reports to: Greenwich University Library	A noise-map program with eight weeks of decibel readings at twelve seats and a one-page quiet-zone plan, handed to the Library.	taking calibrated readings and mapping them in code
Computing strand · The Timetable Clash Checker Reports to: Greenwich University Registrar's Office	A working timetable clash-checker with measured walking times, clash list and user guide, handed to the Registrar's Office.	writing a program that checks a schedule against rules
Computing strand · The Queue Clock Reports to: Greenwich University Finance Office	A key-tap queue-logging program with fee-week wait-time data and a counter-hours recommendation, handed to the Finance Office.	modelling a queue from arrival and service rates
Computing strand · What a Lab Computer Burns Reports to: Greenwich University IT Services	A program turning machine counts into energy and cost, with power readings from ten machines and shut-down plan, handed to IT Services.	measuring power draw and converting it to cost
Computing strand · The Broken-Link Finder Reports to: Greenwich University IT Services	A program that sorts a link-checker's output into a fault list by section, with load-time data and a guide, handed to IT Services.	writing a program that reads and sorts a tool's output
Computing strand · The Sports Kit Register Reports to: Greenwich University Sports Office	A working kit inventory program with a filled register of graded items, replacement costs and user guide, handed to the Sports Office.	building an inventory with a measured condition grade

What each course marks

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CODE	COURSE	WHAT THIS COURSE MARKS — 15 MARKS
GBBL312	**Business Law** Anusha Minhas Bandeali	This course marks the rules the team's work has to live inside: the university regulations, contracts, notices or consumer and data rules that apply to the client's problem, stated accurately and cited, and whether the team's recommendation would actually be lawful for the client to adopt. 15 marks, team.
GBCE316	**Computing Essentials** Syed Faraz Afsar	**This course marks the working files:** one tidy shared folder, a spreadsheet with every formula visible, a clean data table the client can reopen, and a short how-to that lets someone outside the team use what was built. 15 marks, team.
GEFA314	**Financial Accounting** Maria Razzaque	**This course marks the money:** the costs and prices the team gathered, how they were recorded and totalled, a simple statement of what the client spends or could save, and whether the figures reconcile. 15 marks, team.
GHEC315	**English Composition** Kanza Ali	**This course marks the writing:** the report to the client, its structure and argument, whether each claim is supported, and whether a reader outside the team would understand it on first reading. 15 marks, team.
GBBE311	**Business Ethics** Asim M. Shaikh	**This course marks the fairness of the work:** how the team gathered its evidence without using anyone's personal data, whether the recommendation is fair to the students and staff it affects, and a short ethical risk note with one mitigation per risk. 15 marks, team.
GBGM100	**Mathematics-I** Mohammad Tauqeer Khan	**This course marks the calculation:** the quantities the team measured or counted, the formulas used to work from them, the arithmetic shown step by step, and whether the answer is of the right size. 15 marks, team.
GHGE300	**General English** Mehwish Umair	**This course marks the plain-English version:** the notice, poster, email or one-page leaflet the team writes for the people the client serves, judged on clarity, grammar and whether it says one thing well. 15 marks, team.

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CODE	COURSE	WHAT THIS COURSE MARKS — 15 MARKS
GHMS314	**Morphology & Syntax** Hafiz Imran Nawaz	This course marks the language of the client's own texts: a close analysis of the forms, notices or messages the client already uses, what makes them hard to read, and a rewritten version justified sentence by sentence. 15 marks, team.

What to hand in

- **GBBL312 Business Law** — By Session 11 the team files a two-page legal note for the client: the rules that apply, where they come from, and what the recommendation must respect.
- **GBCE316 Computing Essentials** — By Session 11 the team hands the client the folder, the workbook and the one-page how-to, all opening on a university computer.
- **GEFA314 Financial Accounting** — By Session 11 the team files the cost schedule and a one-page financial summary for the client, every figure traceable to a receipt, a price list or a count.
- **GHEC315 English Composition** — By Session 11 the team hands the client a report of no more than ten pages with a one-page summary at the front.
- **GBBE311 Business Ethics** — By Session 11 the team files the ethics screening sheet, countersigned, and a one-page ethical risk note inside the Folio.
- **GBGM100 Mathematics-I** — By Session 11 the team files a calculations annex: every number in the report, and the working that produced it.
- **GHGE300 General English** — By Session 11 the team hands the client one short piece written for students or staff, ready to be put up or sent.
- **GHMS314 Morphology & Syntax** — By Session 11 the team files the analysis and the rewritten text side by side.

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How big the file is

The written file is **3,000 words for every member**, plus or minus ten per cent — 15,000 words for a team of five, 12,000 for four, 9,000 for three — plus the artefacts: the evidence or data log with its instrument, interview notes and consent log, any program with its tests, the pitch deck, the AI declaration, the draft-to-final revision log, the two-page brief for the body the project reports to, delivered by the team, and the handover page (data, methods, what next year's team should do). In the venture and client lanes the live thing itself is the largest artefact. Each member owns one section of 3,000 words with their name on it, one artefact they built, and one part they can defend alone at viva. A lens note is 3,000 words on the same project. The full format is in "The Folio — required format", in the portal.

Dates

Session 5	12 Oct	Your personal brief, with your claim code, in class. The project menu — twenty minutes of class: your block's projects, each with its title, its problem in one line and who it is for; your team notes the three it likes. And the full projects, the same week: this brief, the Ideas Book and the format sheet, in the portal. Read your three projects in full.
Guest session	Session 4 or 5	A practitioner from outside the university speaks to your school, on whichever of those two sessions the speaker can make. Attendance is compulsory. Each student writes one page on it for their own file; it is not marked.
Session 6	19 Oct	Your team makes its final choice of project with your convener and names itself. Sealed prediction: before any data, your team writes what it expects to find, signs it and seals it with your convener. Your convener opens it at your team's first viva. It carries no marks. Straight after, your team fills in the ethics screening sheet in class (the ethics sheet and any field plan are due Sat 24 Oct). Then design the instrument or find the client, and split the sections.
Sessions 6–7	19 Oct – 8 Nov	Data collection may begin once your team's ethics screen is cleared. The mid-term (26 Oct – 1 Nov) comes between the two sessions. The build itself starts in session 7.
Session 7	2 Nov	One-page plan uploaded to the portal by Sat 7 Nov: the question, the instrument or the client charter, who owns what. Not marked — it is the gate. This week the convener merges the marking courses' requirements into the file's sections, so the team writes one document and not eight. Clients matched to teams; field plans signed. Build starts: rubric issued, roles confirmed, team charter uploaded by Sat 7 Nov. Build-with-AI workshop for venture and client teams.
Session 8	9 Nov	Iqbal Day, Mon 9 Nov, is a holiday; Monday classes are made up on Tue 10 Nov. Scope agreed with the convener. Client or subject confirmed. Your school arranges its industrial visit for some point between now and session 11.
Session 10	23 Nov	Draft review, inside a normal class: each course teacher sees the teams in their own section for about ten minutes each — show what exists, not what you plan. The convener samples three files per block.

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Session 11	30 Nov	The artefact goes live or reaches its first complete state.
Session 12	7 Dec	The last class. Final file uploaded in the Folio submission window, Sat 12 – Wed 16 Dec, with its AI declaration, the two-page brief written for the body your project reports to, and the handover page (data, methods, what next year's team should do). Venture teams evidence the first paying customer. The whole window is on time; nothing is accepted after Wednesday 16 December.
Presentations & Viva	14–19 Dec	No new teaching. Vivas in class: each course holds its own, team by team, in its class in the Presentations & Viva week — about three minutes per student, on your own part as that course sees it. Alumni viva panels sit through the week; the main panel day is Sat 19 Dec.
The Karachi Review	Mon 21 Dec	Your team exhibits at its own table, across the campus, all day. The day opens with a thirty-minute handover of studies to the public bodies who asked for them; press and industry attend. Eleven panels — a teacher and an alumnus each — circulate the exhibition and score you at your table, about eight minutes a team. Not marked separately; the panel sheet goes to every course marking the file.
Weekend	—	Weekend cohorts hold all of the above in their Saturday and Sunday slots; the Karachi Review runs on a weekend afternoon.

Rules for this lane

What counts as done

A working deliverable in the client's hands, hosted where it needs to be hosted, with the files and accounts handed over and the client's written comment on record.

The client relationship

You get two meetings — one to take the brief, one to show progress — plus a short written comment at the end. Ask for no more. You never ask for a fee and never accept one. Where the work needs spending — printing, adverts, hosting, materials — the client pays it directly, or there is no spend: any paid activity is optional and client-funded, and the team spends nothing of its own.

Confidentiality

Whatever the client marks confidential stays inside the team and the supervisor. Never accept customer records, financial account details or personal data about identifiable people, and never put any of it into an AI tool.

If the client goes quiet

Tell your convener in the same week. Every client-lane block has an internal Greenwich brief as a fallback — the GX record, the alumni directory, Journey 40 and departmental systems all need building.

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Marks

You are marked on the work, not on the client's mood. A difficult client, honestly handled and documented, is not a penalty.

Two teams to a project, at most

No project is taken by more than two teams, and two teams share one only on different sites or areas. Your convener records your choice in session 6 and may refuse a third team.

Before you leave campus

Whatever your lane: no team collects data before its ethics screen is cleared, and no team leaves campus before the fieldwork gate opens on Saturday 10 October, the duty phone exists and the team has signed out on the sign-out sheet. The duty number is on your field card.

Using AI

You are expected to use Claude and similar tools — to research, to build, to draft, to model numbers. Three rules. Check everything a tool gives you before you use it, and record the check. Declare what you used in the AI declaration bound into the file, as the HEC *Framework on the Use of Generative AI Tools* (2026) requires. Be able to explain, at the viva, everything your team built. **Work you cannot explain is not credited to you.** Undeclared use, or use to fabricate data, references or results, is academic misconduct. Never put real client, patient or examinee data, or anything identifying a real person, into a tool.

BLOCK CONVENER | PROGRAMME HEAD | DATE ISSUED