

A guide to writing a project report

The final written report is the most important part of the project and where you can gain (or lose) the most marks. The report should inform the reader about everything to do with your project – who the project is for, what work you did on it and how successful the project was. Throughout the project it is important to emphasize decisions that were taken and why, for example “we decided to use C++ because...” or “we decided to restrict the app to desktop computers and not make it available on phones because...”.

Who writes the project report

The report is written by the project team. In the end, there must be one final report but it must include input from all members of the team. If you like, you can include a short section in the introduction stating which team member contributed to which section of the report, but you do not have to do this. Make sure that the front page of the project includes the names of all students in the teams.

Structure of the project report

Reports can be very different depending on the project and the size of the team. This document provides general guidelines but some of them may not be specific to your particular project or report. This is a general structure:

- Title page (include the title and names of all team members)
- Acknowledgements (optional and you do not have to do this)
- Contents
- Introduction to the organization you are working for (leave this out if no organization)
- Introduction to the project – include purpose of the project, who will use it, previous versions of this project (if you are modifying an existing project)
- What you did – this is the most important part of the report and should be several sections. Describe all technologies, systems and languages used. Include details of what you did and why you did them. Include any problems that came up.
- User Manual (this is optional) – if you feel it is helpful, include a section that can be used by somebody who needs to run your application
- Conclusion – a summary of the main points of the project, and how successful the project was. *Note that a project can actually be unsuccessful but this will not affect your grade as long as you report on what decisions were made and what factors contributed to an unsuccessful project.*
- Future work – what could be done next to improve and expand your project. In several cases this is actually very useful because a team in semester 2 may continue the same project that was started in semester 1.
- Personal learning – **each member of the team must write their own paragraph** of what they personally learned from the project. Each paragraph must have the name of the student writing it.

Code

Do not include all your code. Include a link to GitHub (if you have used GitHub) or submit the code separately with the report. You can include images (screen shots) of sections of interesting code and then discuss these sections.

Figures, Tables and Images

You are expected to include various images in any of the sections of the report. Wherever you feel it would be useful to do so.

Size of the report

Between 12 A4 pages and 32 A4 pages. This includes everything – title page, figures and images, references and everything else. If for some good reason you really want to make your report longer than 32 pages, you can request this.

References and Citations

It is very important to include a **list of references** at the end of your report. There should be from 10 to 20 entries in your list (although it can be longer than 20 if you wish to do that). References include any source that you used to assist you during the project. Did you use Java in your project – then include a book on Java. Did you use Android in your project – then include a website on programming with Android. More information on the list of references is here:

<https://owll.massey.ac.nz/referencing/apa-reference-list.php>

You do not have to get this perfect, just look at the basic examples.

Your report must refer to the references using **citations**, for example “I learned Java from a useful book [ref 1]”. More information on citations is here:

<https://owll.massey.ac.nz/referencing/apa-in-text-citation.php>

Only look at the basic format.