Foundation Certificate in Higher Education

DOC330: Designing Innovative Solutions

Assessment 2 – Implementation and Final Document

Assessment Type:	Group	**Assessment Weightage:**	60%
Submission Date:	31st March 2022	**Submission Time:**	8.30 am

1. Procedure for Handling Work:
   - Only **ONE** group report should be submitted on or before the date indicated on the cover sheet via IIT LMS.
   - You can find the submission link on the DOC330 module page on the IIT LMS.
   - The report should be in .pdf or .doc format, only these two formats will be accepted for submission.
   - The report name should be, DOC330_IFD_CW Group ID (e.g.: DOC330_IFD_A-1).

2. Penalties for Late Hand In:
   - If students submit coursework late but within 24 hours (or one working day) of the specific deadline, the work will be marked but 10 marks of the overall available marks will be deducted, to a minimum of the pass mark (40% at Undergraduate level, 50% at Postgraduate level).
   - If students submit coursework more than 24 hours (or one working day) after the specified deadline, they will be given a mark of zero for the work in question.

3. Exceptional Factors Affecting your Performance:
   - Students should submit mitigating circumstances form with evidence to the Registrar's Department with a copy to the Module Leader of exceptional circumstances, which they consider to have caused them to submit assessments late and for which they do not wish to attract any penalty. These have to be handled over to the Registrar within four working days of the hand-in-Date.

Implementation and Final Document Specifications

Following contents should be included in the report.

1. **Title Page:**

   This should contain the project title and the list of group members with their student ID. Any additional information can be there along with the mandatory details.

2. **Abstract (1/2 page): This should not be more than 150 words.**

   State concisely the significance of the project, what is to be accomplished and how you are going to do it. The abstract is extremely important in creating a favorable first impression. You must provide a clear statement of what the project is about;

   - Current state of technology/problem statement

   - Proposed/used methodology (approach)

   - Evaluation with a brief description of results

   - Brief conclusion

3. **Acknowledgements**

   Acknowledge anyone who has helped you in your work such as academic staff, technical support staff or fellow students. Acknowledge the source of any work that is not your own. This page is nothing to do with project work but shows that the students are grateful to those who supported them.

4. **Table of Contents**

   All sections and subsections should be listed with correct page numbers. Chapter 1 begins on

page 1. Use roman numerals for all previous pages (e.g. abstract, acknowledgements, etc.).

5. List of figures

All the figures should have a caption and a number to identify the figure

6. List of Tables

All the tables should have a caption and a number to identify the table

7. List of Acronyms or Abbreviations

Provide all abbreviations or Acronyms used in the document in alphabetical order with their expected versions. (e.g. GMT – Greenwich Mean Time, IST - India Standard Time etc.)

8. **Introduction and Description of the Project (3 pages)**

- Gives the BACKGROUND of the problem or situation.

- A detailed specification (PROBLEM STATEMENT) of the project without any ambiguity, **explains how** the problem affects company operations or costs, **explains why** the problem requires a solution.

- Include the GAP analysis (in the table format).

9. Methodology (1 page)

The methodology section of the document describes how the study/work was conducted

- Select the suitable software development life cycle model and justify your selection

10. Solution outline (3 pages)

- Explain the solution proposed by your group.

- Explain the techniques used to validate the solution idea.

- Include the idea validation survey/interview questions in the appendix.

- Describe the key benefits of the system. The key benefits should be detailed clearly.

11. Innovative features incorporated in the project (2 pages)

Brief description of the innovative features incorporated in the project.

12. Requirements and Analysis (3 pages)

- Briefly explain the selected requirements elicitation process.

- Include the requirements elicitation survey/interview questions in the appendix.

- Detailed and specific requirements of the project.

- Requirement modelling: Show the high level of the system by using the selected requirement modelling technique (context diagram).

13. Screenshots of the prototype

14. Evaluation (2 pages)

- Detailed analysis of the solution. What techniques were used to analyze the data and what the result of the analysis were

- Lessons learned

- Suggestions for future work (Recommendations)

15. Conclusion (1 page)

- This section sums up the whole project. Discuss the realisation of the original objectives/goals and how work can be taken further.

- Highlight the weaknesses/limitations of your proposed technique but you must always suggest a solution to all these (especially in future work).

16. **References:** Under this section you should list all referred work such as books, conference papers, journal papers, etc. References should be listed according to the Harvard referencing method.

17. **Appendices:**

Appendices may be used to provide data of peripheral benefit to the project.

- Workload matrix: A summary of how the tasks were distributed amongst the group members. (If no contribution by any group member you must indicate that on the workload matrix)

- Meeting Agenda (minimum 6)

- Meeting minutes (minimum 6)

- Survey questionnaire / Interview questions etc. for Idea Validation.

- Survey questionnaire / Interview questions etc. for Requirements Elicitation.

<u>Other Important Guidelines</u>

a) Remember that you are writing a professional as well as a technical document. So do not make it a "fancy document".

b) Format Requirements:

- Font style - Times New Roman
- Body Font - Typed in 12-point font
- Line spacing - 1.5
- Chapter headings and Section headings – Typed in 16 and 14 points respectively
- Alignment - Justification

c) All pages except the title page must be numbered, and the number must appear on the lower right hand corner of the page.

d) Number every image and data table and refer to them in the main text using the numbers.

e) Language:

- All reports should be written in the third person (e.g., use "the device was designed." instead of "we designed the device… or I designed the device…").
- Avoid words such as "I", "we", and "our".