

Foundation Certificate in Higher Education

Module Code: DOC330	Module Title: Designing Innovative Solutions
Module Leader: Ms. Jananie Mayooreasan	Assessment # Assignment 1 – Interim Project Report
Assessment Type: Group	Weight: 15%
Issue Date: 7 th February, 2022	Submission Date: 2 nd March 2022 at 8.30 am

1. Procedure for Handling Work:

- Follow any specific instructions given on the assignment specification.
- 1 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 in 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_IPR_Coursework Group ID (E.g.: DOC330_IPR_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.

Interim Project Report Specifications

Following content should be included in the Interim Project Report (IPR) document

1. Title Page (1 page):

This should contain the project title, **Group ID** 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):

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 of the proposal.

3. Table of Contents (1 page):

All sections and subsections should be listed with correct page numbers.

4. Introduction and Description of the Project (1 page):

Introduce your project by describing what you are going to do and its importance. Introduction must give reader a clear sense of the type of project, purpose and connection to practice

5. Problem Specification (2 pages):

Briefly explain the current situation (actual situation); Outline the problems they face at present by analyzing the gap between the actual and ideal situation.

6. Solution Outline (1 page):

Explain the solution proposed by your group.

7. Key Benefits (2 pages):

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

8. 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.

9. Appendices:

Appendices may be used to provide data of peripheral benefit to the project. You must include a summary of how the tasks were distributed amongst the group members. i.e. workload matrix. (If no contribution by any group member you must indicate that on the workload matrix)

Other Important Guidelines:

- Remember that you are writing a professional as well as a technical document. So do not make it a “fancy document”.
- Format Requirements:
 - Font style - Times New Roman
 - Body (paragraph) Font size - Typed in 12-point font
 - Line spacing - 1.5
 - Chapter headings and Section headings – Typed in 16 and 14 points respectively
 - Alignment - Justification
- All pages except the title page must be numbered, and the number must appear on the lower right hand corner of the page.
- Language:
 - All reports should be written in the third person perspective (e.g., use “the device was designed.” instead of “we designed the device... or I designed the device...”).

- Stay consistent with the pronouns in the third person. Do not deviate or break from character. Use “he”, “she”, “they”, “them”, “it” and avoid pronouns like “you”, “I”, “yours” etc.