

CINS 5338 -Software Project Management

Final Report Formatting Requirements

- Regular style type of 10-point or 12-point type size should be used.
- Margins:
 - Bottom and right margins: one inch.
 - Left margins: one and a half inches. The extra space on the left is necessary for binding if needed.
 - Top margins: on Preliminary pages with titles and on the first page of a major division such as a chapter, the Bibliography, etc., the top margin is two inches; all other top margins are one inch.
- Double spacing should be used in the general text.
- Page Numbering
 - All of the pages of the report including text, Bibliography, etc., are numbered in Arabic numerals, beginning with the number 1, centered one inch from the bottom of each page.
 - Preliminary pages, such as the Table of Contents and the Abstract are numbered in lowercase Roman numerals centered one inch from the bottom of each page.
 - The title page is not numbered
- References should adhere to APA or IEEE format
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Report Organization

- Cover and Title – *use the template provided*
- Project Abstract - *The abstract is a concise summary of the report.*
- Table of Contents – *see the example provided*
- List of Figures – *see the example provided*
- List of Tables – *see the example provided*
- Body of the Report – this may vary somewhat among teams
 - **Chapter 1 - Introduction**
 - Background & Problem Statement
 - Project Goals and Objectives
 - Team Members & primary task assignments
 - **Chapter 2 – Survey of Existing work** – *overview of existing software similar or related to the project*
 - **Chapter 3 - System Requirements**
 - Functional Requirements
 - General functional description of the system
 - use-case diagram(s) and catalog of user stories
 - Non-Functional Requirements
 - **Chapter 4 - Development Environment** – *hardware & software*
 - **Chapter 5 -System Design**
 - System Architecture

- Database Design
- UI design
- Any other design aspect – data flow diagrams, class diagrams, swim-lane diagrams, sequence diagrams, etc..
- **Chapter 6 - Implementation Details** – should include screenshots with descriptions
- **Chapter 7 - System Validation** – *test plan and results*
- **Chapter 8** - Conclusion and Future Work
- Bibliography
- Appendices – place your code in the appendix