# Annexes: On your reports

This document provides some guidelines regarding the structure and the contents of your reports.

## General structure of a report

Every report is expected to look professional, but simple regarding styling. It is strongly encouraged that they should have the following general structure:

* Cover: it must display your group number, your repository, the names of the workgroup members, their corporate e-mail addresses, and date.
* Table of contents: simple listing with section numbers, titles, and page numbers.
* Executive summary: it is expected to have from 50 to 250 words in most cases.
* Revision table: include revision number, date, and short description of the revision in each entry.
* Introduction: describe the contents succinctly, and do not forget to describe the structure of the document in the last paragraph; a typical introduction is no longer than 1 000 words.
* Contents: consult the following sections to learn on this.
* Conclusions: it is expected to be 200-word long in most cases.
* Bibliography: if there’s no relevant bibliography, write “intentionally blank”.

It is strongly recommended that you should create a document template that you can easily instantiate to create your reports.

## Contents of a chartering report

The contents of a chartering report must include the following items:

* A summary that describes how the members of your workgroup were recruited by the manager.
* For every member of your workgroup provide: contact data (surnames, names, corporate email address, and recent picture – no avatars or old pictures, please).
* A statement in which you all commit to working together in this subject, declare that you have understood its syllabus, with a special emphasis on the evaluation and grading procedures, and commit to achieving a particular mark.
* One or more performance indicators regarding the work performed by your workgroup members (e.g., work done vs. work to be done vs. customer/lecturers rating). You must also define and make it explicit what “performing well” and “performing bad” means according to the values of the performance indicators.
* A statement that describes how workgroup members who perform well will be rewarded.
* A statement that describes how workgroup members who perform bad will be admonished.
* A statement that describes the conditions in which a workgroup member may be fired. Students who are fired may opt to keep working alone or to drop out.

The report must be dated and signed by every member of your team.

## Contents of a planning and progress report

The contents of this report must be organised in two chapters: the planning chapter and the progress chapter.

The planning chapter must include the following items:

* A listing with the tasks that have been performed to fulfil the requirements in a particular deliverable. For each task, you must provide the following data: title, succinct description, assignee/s and role/s, planned time, and actual time.
* Some screenshots of different moments of the delivery development, e.g., a screenshot of the initial definition of all tasks in the "to do" lane, a screenshot in the middle of the delivery showing all kind of tasks (regular and quality-assurance ones, plus revision tasks in cases that errors are found during quality assurance) in all lanes, and one at the end of the delivery showing all tasks in the "done" lane. Make sure that the working methodology defined in lesson “S03 - Working together” is followed, otherwise, this report cannot be considered valid.
* A budget with the total estimated cost required to carry the previous tasks out. You must report on the number of estimated hours (with details per role), the personnel cost (with details per role), the amortisation cost, and the totals. Typically, one manager’s or one analyst’s work hour costs approximately €30.00 and the other roles’ work hour costs approximately €20.00. The amortisation can be computed using a linear method along three years’ time.

Realise that you must use a project-management tool that should help you in producing this report. Unless you explore how that tool may help you in producing this report as automatically as possible, it can easily become a nightmare.

The progress chapter must include the following items:

* A listing of progress records. Each progress record must indicate the name of a member of your workgroup and the value/s of the performance indicator/s that were defined in your charter, plus an indication on whether that/those value/s is/are considered good or bad and a succinct description of the reward or the admonishment applied.
* A succinct description of the conflicts that have arisen and how you have addressed them, if any.
* A comparison between the cost estimated in the previous planning and the real cost after finishing the deliverable. You must report on the number of hours spent (with details per role), the personnel cost (with details per role), the amortisation cost, and the totals.

Please, bear in mind that your lecturers shall not make any decisions regarding how you must work, perform, or address your conflicts. Particularly, they shall not meddle at all if you decide to fire a member of your workgroup; they will just jot the event down so that the student in question can be evaluated and graded correctly. It is strongly recommended that you should make sensible agreements, commit to a common goal, and make a point of working as co-ordinately and effectively as possible. But you are warned: hope for the best and get ready for the worst.

## Contents of an analysis report

The contents of an analysis report must include the following items:

* A listing of analysis records, each of which must include the following data: a verbatim copy of the requirement to which the record refers; detailed conclusions from the analysis and decisions made to mend the requirement; a link to the validation performed by a lecturer.

Note that you must not comment on every requirement, only on the requirements that require some analysis, which are not many. It’s generally a good idea to post the analysis records to the forum so that the lecturer can read them and provide additional insights if necessary; this facilitates providing a link to the lecturer validation.

## Contents of a Lint report

The contents of a Lint report must include the following items:

* A listing with the bad smells reported by Sonar’s Lint regarding your project and a justification on why they are innocuous.

Note that you can safely ignore any bad smells in the Acme Framework. In cases in which you think that Sonar’s Lint is reporting an innocuous bad smell, consult your lecturer and provide a clear justification in your report; otherwise, correct the bad smell and omit it from the report. It’s generally a good idea to post the bad smells to the forum so that the lecturer can read them and provide additional insights if necessary.

## Contents of a testing report

The contents of a testing report must be organised into two chapters:

* Chapter on functional testing: a listing with the test cases implemented, grouped by feature. For each test case, you must provide a succinct description plus a clear indication on how effective it was at detecting bugs.
* Chapter on performance testing: it must provide adequate charts and a 95%-confidence interval for the wall time taken by your project to serve the requests in your functional tests in two different computers, plus a 95%-confidence hypothesis contrast regarding which the most powerful computer is.

Bear in mind that producing the chapter on functional testing should be like ringing a bell; you must use your planning tool and Eclipse to produce it as systematically as possible. Otherwise, it may easily become a nightmare.

In the very exceptional case in which a workgroup consists of single student, he or she can easily gather the data regarding the second computer using any of the computers in the school laboratories. In the extremely exceptional case that the previous procedure cannot be implemented, he or she can simulate those data by shifting the data gathered from his or her computer by randomly adding or subtracting 10% the average request time obtained in his or her computer to each individual wall time.