

7. Final Submission Requirements and Demonstrations

7.1 The Final Deliverables

In most cases a report will still be the most appropriated deliverable, but where variations are appropriate to the particular project they should be agreed in advance with your project supervisor. Under normal circumstances each student will be expected to submit at least the following:

- A project report
- Other deliverables (for example: evidence of any software developed, data gathered, experimental results, other supporting materials)

7.2 The Final Project Report

The final project report must be presented in an appropriate style and form, with a suggested word count of around **12,000** words (excluding the Reference List, Bibliography, and Appendices) and should include the following:

- Statement of the problem and its context (what area, what larger issues does it relate to)
- Formulation and refinement of the question in the problem domain
- Objectives of the project
- Discussion of the methodology used to explore or address the issue, selection of approach, selection of techniques, selection of evaluation approach
- Application of the methodology and evaluation of the results
- Discussion: conclusion, evaluation of the whole project, future work, etc.

Some of this (e.g. the objectives) may be the same as material covered in your Extended Project Proposal. Where significant changes to objectives or methodology have been made since the Extended project Proposal, you must explain and justify this in the final report.

7.2.1 The Format of the Report

There are certain stipulations concerning the format of reports to ensure uniformity and to facilitate binding. These are:

- The text is to be of a consistent size (preferably 12 pt), in a good, clearly-defined typeface, at either spacing-and-a-half or single-spaced, according to the typeface.
- Each page must be printed on one side only, preferably with a 4 cm margin at the left, and 2.5 cm clear at top and bottom. The 4 cm left margin is needed to ensure the report will be readable when bound.

- Diagrams, tables, graphs, etc., may be of any size. If a graph or table is larger than a single page, it must be formatted in such a way that it can be folded to fit within the main body of the printed and bound report.
- Each page of the main report from the contents page onward should be numbered in sequence from 1 using Arabic numerals. Self-contained documents, such as user guides and program listings, should have their own internal numbering sequence. Such documents should be included as an appendix, and be preceded by a single page that bears the appendix title. Appendix title pages should be numbered within the sequence of the main report.

Further information about the report's structure and presentation can be found in Unit 6.

7.2.2 Submission of the Final Project Report

Students are required to submit:

- Their final project report as a pdf file via StudyNet – to the appropriate entry in the Assignment section **before or by the submission deadline** stated on the Assignment entry.
- One **printed copy** of the final project should be sent by post, and must reach UH at most two weeks after the submission date stated on the front page of this document. Appendices, program code, and executables, if any, may be included on a CD, DVD, or other electronic storage medium, but this is not compulsory, as the FPR should be readable as a stand-alone document. Good quality white A4-size paper should be used, and the main report (without the appendices) must be soft bound (e.g. comb, spiral, thermal).

It is vital that the electronic and printed copies of the final report are identical. The assessors may read either copy when marking your work.

The address to which the printed copy should be sent and further instructions will be published on StudyNet and in the Assignment Briefing.

7.3 The Demonstration

In addition to submitting the final report, you must present the work you have done on your project to the two assessors. The form that your demonstration will take may vary, dependent on the nature of the project. The demonstration should give the assessors an opportunity to question you in detail about your project work. Where a software application has been produced, a demonstration of this will be expected.

The purpose of the demonstration is to

- Support the assessment of the project report
- Clarify what you have achieved
- Verify that the work is indeed your own

If you have produced a software application, you should demonstrate what it does and how it works, to

- Allow comparison of claims made in the report with the software as seen during the demo
- Show your software at work and allow the assessors to appreciate its operation (this might be difficult to get across in a report)

Although there are no marks specifically for the demonstration, you must make a satisfactory presentation of your work in order to pass the project. **We will not assess a project for which there has not been an oral presentation.** The 'knowledge and understanding' learning outcome in the Definitive Module Document (DMD) for all of the project modules requires students to "explain the technical issues involved in the work and justify and defend the approach taken to the work and any conclusions reached". In addition, the DMD includes the following: "Students will also be expected to demonstrate their work to their assessors and to be able to explain the technical issues involved in the work and justify and defend the approach taken to the work and any conclusions reached. Students are expected to reach a satisfactory standard in this part of the assessment to pass the module."

7.3.1 Preparing for the Demonstration

You should allocate 30 minutes for your presentation. Preparation is essential. It is a good idea to set up some test data and prepare a test script based on this. To make the best impression, concentrate on what is unusual and clever about what you have done. So don't (for example) spend a lot of time showing basic database maintenance operations (adding, deleting, updating, etc.) which all tend to be very similar - just show an example. Instead, spend your time showing what you have done that was difficult to program.

During and/or after the demonstration, the assessors will ask questions. Make sure you understand the question before you attempt to answer it. If you are not sure, ask for clarification. In answering a question, you can demonstrate further interactions with your software, but try to keep them brief.

Do not worry if the questioning lasts for only a couple of minutes. Examiners have been told not to prolong the questioning unnecessarily.

Project demonstrations must take place no later than 10 days after the submission date stated on the front page of the Assignment Briefing. Please agree on an appropriate 45 minute slot for your demonstration with your supervisor and second marker at your earliest convenience.

The exact format of the presentation will depend on your specific project and other circumstances; you should discuss this in advance with your supervisor. Normally you will have up to 20 minutes to present your project and demonstrate your software application, followed by up to 10 minutes for questions. If necessary, the presentation can be extended up to 45 minutes.

The software demonstrations will take place using **Adobe Connect**. The demonstration will normally be recorded using the Adobe Connect facilities provided for recording. It is your responsibility to read the instructions provided with the Demonstration Assignment Briefing, and ensure that the computer that you will be using during the demonstration allows you to participate in an Adobe Connect meeting, using the Meeting Connection Diagnostic (http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm). If, for any reason, you are unable to participate in Adobe Connect meetings, please investigate alternatives and discuss your options with your supervisor in the first instance.

7.4 Summary

- Be aware of the deadline for submission, and ensure that your printed copy is posted on time.
- Ensure that you submit your report in the required format – both in terms of the layout and structure of the printed report, and the file format that you submit to StudyNet.
- Ensure that the printed and electronic copies of your report are identical.
- Discuss the demonstration with your supervisor
- Familiarize yourself with Adobe Connect