University of Hertfordshire
School of Computer of Science

ASSIGNMENT BRIEFING FRONT SHEET (2014/15 Academic Year)

Assignment Title	Final Project Report (FPR)	Date submitted	11th January 2016

Module Title	MSc Project (Online)	Module Code	7WCM0003/04/07/08/13/31/32

Tutor	Dr Helen Xiang	GROUP or INDIVIDUAL Assignment	Individual

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FOR INDIVIDUAL ASSIGNMENTS – *STUDENT TO COMPLETE*

(Comments on this assignment by students may be attached to the assignment briefing sheet).
By completing **BOX A** below, I certify that the submitted work is entirely mine and that any material derived or quoted from the published or unpublished work of other persons has been duly acknowledged. **[ref. UPR AS12, section 7 and UPR AS14 (Appendix III)].**
Please print your forename and surname in capitals, provide your; - ID number, the study year code (e.g. CS1, ASE1), actual time spent on the assignment and your signature.

BOX A

Student Forename	Student Surname	Student ID Number	Prgramme Code	Actual Time Spent (hrs)	Student Signature *(electronic)*
DWAYNE	**EDWARDS**	**07156987**	**EIMASTW**	**200**	**D L Edwards**

This assignment is worth **85** % of the overall assessment for this module

Typical time required by the student to complete this assignment: ***160 hours***

Date work handed out: ***18-05-2015***

Date work to be submitted: ***11-01-2016***

Target date for the return of the marked assignment and feedback: ***N/A***

Internal moderator's approval signature

A note to the Students:
For postgraduate modules, a score of 50% or above represents a pass mark.

This sheet must be submitted with the assignment, signed, and BOX A filled in.
FEEDBACK WILL ONLY BE GIVEN IF THE ASSIGNMENT IS SUBMITTED BY THE SUBMISSION DATE STATED ABOVE. LATE SUBMISSION WILL ATTRACT THE STANDARD LATENESS PENALTY.

Assignment 4 - Final Project Report (FPR) and Demonstration

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** (excluding references list, appendices, and program code) and should include the following:

1. Statement of the problem and its context (what area, what larger issues does it relate to)
2. Formulation and refinement of the question in the problem domain
3. Aim and objectives of the project
4. Discussion of the methods and methodology used to explore or address the issue, selection of approach, selection of techniques, selection of evaluation approach
5. Application of the methods and evaluation of the results
6. Discussion, conclusions, and evaluation of the whole project, suggestions for future work, etc.
7. List of references

The main body of the final project report with the sections listed above should be readable and understandable as a *stand-alone* document. Appendices and other materials, if any, should only contain further evidence for statements made in the main body. Any significant changes to objectives or methodology since the Extended Project Proposal must be explained and justified in the final report. Any *standard* style of referencing (numbered (Vancouver), author-date (Harvard), etc) may be used, but the style must be consistent across the FPR.

Format

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 have 2.5 cm margins.

- Each page from the contents page, including any appendices, should be numbered in sequence from 1 using Arabic numerals. The only exception to this is the case of a self-contained document, such as a user guide, which forms an appendix and has its own internal numbering sequence. Such a document should be preceded by a single page bearing the appendix title, and should not be numbered within the sequence of the main report. Program listings should form an appendix in the report.
- For the printed copy: good quality white A4-size paper is to be used. Each page must be printed on one side only. Diagrams, tables, graphs, etc. may be of any size, but must be folded in such a way as to fit within the main body of the report and to be easily opened after binding. The report must be submitted in soft-bound format.

The printed copy must be identical to the electronic one as either one may be read by the assessors.

Further information about the report's structure and presentation can be found in Units 6 and 7. Both units are available on StudyNet. Please note: the guidelines given in these units may differ slightly from the ones provided here. If this is the case, please adhere to the guidelines provided in *this* document (the Assignment Briefing)

Submission instructions

Please submit the following documents via the Assignments section on StudyNet, both in **pdf** format (no other format is accepted):

1. The Final Project Report itself (without appendices and program code) in **pdf** format (no other format is accepted). Please name your file using the convention ***FPR_SurnameFirstName.pdf***. As an example, a student named John Smith would name his Final Project Report as *FPR_SmithJohn.pdf*.
2. Appendices, program code, and executables, if any, in an appropriate, preferably compressed, format. Naming and organization of such additional files is up to you.
3. An electronic copy of *this* document (the completed Assignment Briefing), using the naming convention ***FPR_AB_SurnameFirstName.pdf***.

Please send *one* printed copy of the Final Project Report, as well as a completed and signed print-out of the first page of *this* document (the Assignment Briefing), to the address below. The package 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.

The package must be sent to:

Dr. Helen Xiang
University of Hertfordshire
School of Computer Science
College Lane
Hatfield AL10 9AB
United Kingdom

Demonstration

In addition to submitting the final report, you must present the work you have done on your project to the two assessors. The purpose of this is to support the assessment of the project report, and to clarify what you have achieved.

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.

Although there are no marks specifically for this, 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."**

If you have produced a software application, there should be a demonstration of this. The purposes of the demonstration are to:

- Verify that the work is indeed your own
- Allow comparison of claims made in the report with the software as seen during the demo
- Show your software at work; to allow the assessors to appreciate its operation, which might be difficult to get across in a report

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**. It is your responsibility to read the instructions provided, and ensure that the required software is available and running on the computer that you will be using during the demonstration.