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| **Title page** | Giving the title, student name, date, degree title (Computing and Information Systems or Creative Computing), supervisor name, name of local institution attended (or write ‘Self-study’), University of London International Programmes student registration number. |
| **Introduction** | A brief statement about how you chose your Project, whether or not it is work-related, which courses from your degree programme are relevant to your Project work, and whether or not you have a supervisor. |
| **Aims and objectives** | State what questions you set out to answer (aims), the deliverables you are going to submit (each deliverable will be closely tied to an objective), and the justification for how these objectives will enable you to meet your stated aims. |
| **Methods** | State how you intend to achieve the aims and objectives, and why you intend to do it this way. |
| **Project plan** | Include a schedule detailing all of the tasks required to complete your Project (including writing each section of the Final Report), along with key milestones. This can be in the form of a Gantt chart or similar planning diagram if you wish. Large tasks should be broken down into a number of sub-tasks, each of no more than around two weeks’ duration. |
| **Progress to date** | This is a description of the work you have done up to this point. This may include, for example, a summary of literature reviewed, and a description of findings, analyses, results of calculations and experiments performed. **This section is important! Be sure to write about what you have actually done up to this point, and not just about what you plan to do**. Also, at the end of the section, include a few sentences about how your progress to date compares with your Project Plan. |
| **Planned work** | Where the Project is now and what should be done next. |
| **Appendices** | Appendices should be cross-referenced in the relevant section of the main text. No Appendix should be present unless cross-referenced from the main text. The Appendices should include any permission letters that give provenance for a work- based Project, or for access to specific organisations or materials (see Section 2.2.2 of this guide). |
| **Reference list** | Giving full publication details of all literature referred to in the PPR. See Sections 6.3 and 6.4 for format details. This list will generally be much shorter than that for the (later and much larger) Final Project Report. |

**Introduction**

Collating and recording data within the Central Justice Unit at the British Transport Police is a regular task carried out by all members of staff; however a lot of these records are not utilised to its full potential. I felt that with the data held on a number of spreadsheets over long periods of time, I could use data mining techniques, to predict and classify trends to increase the efficiency of particular tasks as well as assist with staffing levels at key times of the year.