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This document **is NOT** the prescribed way of doing a project, or how it must be done. It is merely a suggestion at how it might look in terms of structure. Please look at published journals in addition as to how they are laid out in terms of structure. Academic projects need to be laid out in a specific way. This document attempts to bridge PRINCE based projects (industry) and academic projects together.

# Title Page

Mandatory!

# Contents Page

# Certificate of Originality

**Cardiff School of Technology**

Statement of Originality of Submitted Work

[ *The full title (and sub-title if any) of the dissertation as approved ]*

Submitted by [ Full Name ], to Cardiff Metropolitan University as a dissertation for the degree of BSc (Hons) in [Degree Title ], [ month and year of submission ].  
  
This dissertation is available for Library use on the understanding that it is copyright material and that no quotation from the dissertation may be published without proper acknowledgement.  
  
I certify that all material in this dissertation which is not my own work has been identified and that any material that has previously been submitted and approved for the award of a degree by this or any other University has been acknowledged.

Signature ……………………………………………

Date …………………………….

# Abstract

*This is a very brief (one page at the very most) summary of the whole document.*

# Acknowledgements

Optional

*(If appropriate)*

*I would like to thank ……………. For their assistance with this project.*

# Table Of Contents

*MANDATORY*

*Use Word’s Table of Contents capabilities so that the ToC is correct and also correctly hyperlinks to the appropriate sections of the document. In “View”, select “Navigation Pane” to aid navigation throughout the document*

# Introduction

Mandatory

## Background/Context

*Introduces the project and makes the point that this is both an academic and technical project – the conduct of the project is as important as the technical development and the report covers both aspects.*

## Requirements

*Statement of requirements – often derived from the project description*

## Scope

*Statement of what is and possibly what is not included in the project*

## Deliverables

*Statement of what specific items will be handed in, i.e. presentation, report, user guide, PDR (journal – online), poster etc., including the means of delivery, forma, and location.*

# Literature Review

*Review of projects similar to this. Review of academic theory, such as SDLCs. Review of example websites / software. Critical review of topics highlighted, leading to a summary of how the project is to be developed.*

# Project Management

*How the project was planned, controlled, and executed.*

*This is an important section since it is here that you can display your mastery of “Managing a development project”*

## Methodology

*Which methodology has been chosen, and most importantly why?*

## Planning

*How have you broken the work in to controllable units, allocated tasks, tracked progress, etc.*

*Include GANTT chart, Work Breakdown Structure (WBS), etc.*

## Risk Management

*How have you identified and evaluated risks, and what steps have you taken to mitigate them.*

*Include evidence of research of risk management and include a risk summary*

# Implementation

*How the website, software and database was developed*

## Requirements Analysis

*How the requirements for the project were developed into engineering requirement, including discussion with SMEs etc.*

*This section defines what is actually created.*

## Design

*This section describes the full design process and includes development of the database, website, or software. This should include best practice for the design of both website and database.*

*UML Diagrams to Specify the software, including Class, Use Case and Sequence Diagrams from UML.*

*For the DB it should include development of ERDs, attributes lists, normalisation, leading to a detailed schema. Evidence for the reasons behind your data structure is required*

*For the website is should include the storyboarding, considerations of Human Computer Interaction etc.*

*Also include platform/tools selection – e.g., “it was decided to use Microsoft SQL Server because….”, “HTML and CSS was selected because….” and include consideration of alternatives.*

*The Design section should be heavily evidence based.*

## Implementation

*This section describes how the design from the preceding section was coded and built, and how the website and database were integrated.*

*Do not include pages of code! Representative examples of code are acceptable, but if you must include page after page put them in an Annexe!*

# Testing

*This section should include discussion around the approach made to testing of the database, website or code. Often in industry projects, cite the V-model for testing, as there are usually sensors or physical devices to integrate with the software. There are many different methods of testing, and you are encouraged to review literature to learn about them and discuss them here.*

*How did you make sure individual components worked correctly? How did you develop the queries etc.?*

*How did you go about proving that your solution meets the requirements? How do you propose to prove to “the customer” the system works as it should?*

*You should describe your test strategy (i.e. what tests are to be run, and how, in order to prove that each requirement is met) and you should consider how you can satisfy “the customer” that the tests have passed (i.e., how can you prove you’ve run the tests and they’ve passed?)*

*This section is the section when you prove to the project markers that your project works. It is up to you to choose whichever method you think best.*

# Results

*What actually happened when you ran your Testing.*

*Include raw data, tables, graphs etc.*

# Technical Discussion

*What have you learned from the implementation? Did the tests pass, if not why not. Also what has been or could be done about it.*

*This is a review of the technical merits (or otherwise) of your database, software and website.*

*Don’t forget to use your critical thinking when discussing the results.*

# Project Review

*What have you learned from the project?*

*This is a review of the conduct of the project, the project management, planning, etc.*

*What you learned, what could have been done better, what limitations were there to the project.*

# Conclusions

*These should be linked to the aims and objectives, for strong conclusions. Try to avoid vague and non-descript conclusions.*

# References

*In accordance with academic conventions*

# Annexes

*Include any annexes that readers will find helpful to understand the work described or the results. For example, include a questionnaire if you conducted a survey, or technical details that support technical development carried out.*

*A glossary of acronyms and technical terms is often helpful.*

*You* ***must*** *include:-*

* *A link to the PDR*
* *Your “methodology”.*
* *The GANTT chart and other planning materials*
* *Conceptual/logical ERDs*
* *Storyboard(s)*
* *User Guide*
* *Code listings*