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**CSC3600**   
ICT Professional Project  
**web based image organiser**

FINAL PROJECT REPORT **supervisor:** a/prof stijn dekeyser

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# VERSION HISTORY

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***GENERAL POINTS***

***HD: Writing style is consistent throughout report.***

***Writing style is specifically tailored for the intended (non-technical) audience.***

***All paragraphs are appropriately structured so each contains a single topic, and evidence and argument within them are logically ordered.***

***Your paper is free of grammatical and syntactic errors and demonstrates clarity, and sophistication, of expression.***

***In-text references skilfully integrated into the essay in a way that increases its authority.***

***Fully compliant with current Harvard system. Few (if any) errors.***

# EXECUTIVE SUMMARY

Brief description of the project for the purpose, analysis, findings, and recommendations

***HD: The executive summary is an appropriate length (10% under or over inclusive).***

***The summary meets all content requirements: purpose, analysis, findings, and recommendations***

# METHODOLOGY

## 

***HD: The essay addresses all relevant areas in methodology.   
Analysis of methodology employed in the project is in depth and reflective.   
Reflection is well written with lessons learned and knowledge to be carried forward clearly articulated.***

## METHODOLOGY STATEMENT

Notes:

The descriptions about the methodology that you undertook to complete the project. You may use figures to help your descriptions if necessary.

## JUSTIFICTIONS

Notes:

The discussions about why the specified methodology is selected, and the positive and negative sides of the methodology as revealed in the project.

## DISCUSSIONS

Notes:

How your team has followed the methodology in the project

How your team will do with the methodology in future in order to achieve a better result of similar projects.

# PROJECT PROCESS

Note: Describe the process that your team followed for this project. Use the headings below to comment on the different aspects of this project.

***HD: The essay addresses all relevant areas in project process.  
Analysis of team problems and (possible) solutions is in depth and reflective.  
Reflection is well written with lessons learned and knowledge to be carried forward clearly articulated.  
The essay is well supported by the documentations (meeting minutes) throughout the project.***

## TEAM ORGANISATION

Note: Discuss how teamwork was organised in the project

## TEAM STRUCTURE AND ROLES

Notes:

• What team structure did your team assume?

• What roles did different team members play within the team?

• Consider both technical and non-technical roles

## COMMUNICATION AND MEETINGS

Notes:

• How well did all the team members communicate with each other?

• What communication problems did you encounter?

• How could you overcome these communication problems in the future?

• How were your team meetings run?

• How successful were the meetings?

• How could your improve how the meetings ran?

• Could you streamline the meetings so that they took less time in a future project

## DOCUMENTATION

Notes:

• Comment on how useful your group found the different documents during the development of your project.

• Attach all Meeting Minutes to the end of the document

## PROCESS

Notes:

• Describe the process followed by your team during the project.

• What difficulties did you encounter and how they were or were not over-come?

• What activities or strategies did you employee that you thought were successful and should be done on future projects?

# PROJECT REPORT

## PROJECT OUTCOME

***HD: The descriptions of the project outcome are comprehensive and accurate;  
The review on the quality issue of the project outcome is adequate, from perspectives of both end users and developers;***

***Cost of the outcome is calculated accurately and reasonable, and fully supported by the log sheets supplied with the final report.***

Notes:

• Review the Problem definition in Project Plan document

• Present the project outcome in details

o The detailed description of project outcomes depends on the type of projects and the agreement within the team and supervisor

o Detailed Project Description including technical and non-technical details

• Comment on the quality of the project outcome.

o Consider quality both from the perspective of a prospective user of the system and from the perspective of a developer who has to maintain and extend the system. (software development projects)

o Review of the product from the users' perspective. Indicate how reliable, usable and complete the product is, in terms of client requirements.

o Review of the product from a technical perspective. Indicate how maintainable, reliable, portable and efficient the product is.

## COST OF THE PROJECT

Notes:

• Cost of hardware and software required for project implementation

• Time cost based on the Activity Log sheets documented each week.

• Labor Cost based on the hourly rate and time.

• Comment on the differences between the estimates and the actual values.

• Comment on what you have learnt about project cost estimation.

• Attach all Activity Log sheets to the end of the document.

# CONTRIBUTION DISTRIBUTION

Notes:

* Fill the table with approximate percentage of effort each team member contributed to each part of the project. (Team member names go along the top row.)
* Tasks include all activities in the project, such as research, discussions, documentation, meetings, and implementation.
* Comment on how you distributed the workload within the team.
* Comment on how well your distribution of tasks worked

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| --- | --- | --- | --- | --- |
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| TOTAL |  |  |  |  |

# CONCLUSION

Notes:

• Summarize the information presented in the document

• Summarize your team's project experience.

• What did you learn?

• How do you plan to run your next project?

# REFERENCES

Notes:

• List the references that are mentioned in the document or may support the information in the document.

# APPENDIX A: MEETING MINUTES

Note: Attach all meeting minutes taken throughout the project here

# APPENDIX B: ACTIVITY LOG SHEETS

Note: Attach all activity log sheets recorded throughout the project here