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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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# EXECUTIVE SUMMARY

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

# METHODOLOGY

## 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.

## 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

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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| --- | --- | --- | --- | --- |
| MAIN  TASKS | RYAN  GEORGE | ISAAC  HERTWECK | ANDREW JOHNSTON | GREGORY  JONES |
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# 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