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**CSC3600**   
ICT Professional Project  
**web based image organiser  
supervisor:** a/prof stijn dekeyser

# Version History

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| VERSION | COMMENTS | DATE |
| 0.1 | Initial template created | 1 Oct 18 |
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# Executive Summary

Notes

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.

## Justifications

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
  + The detailed description of project outcomes depends on the type of projects and the agreement within the team and supervisor
  + Detailed Project Description including technical and non-technical details
* Comment on the quality of the project outcome.
  + 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)
  + Review of the product from the users' perspective. Indicate how reliable, usable and complete the product is, in terms of client requirements.
  + 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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| 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