

King Fahd University of Petroleum & Minerals
Department of Information and Computer Science
SWE- 205: Introduction to Software Engineering
Project Submission Guidelines

1. Submission 1: SRS Document

Due date: End of Week 7 (21st of February)

Weight: 30%

2. Submission 2: Design Document

Due date: End of Week 10 (14th of March)

Weight: 30%

3. Submission 3: Implementation (source code + installation file)

Due date: End of Week 13 (4th of April)

Weight: 30%

4. Submission 4: Group Presentation

Due date: Week 15

Weight: 10%

Important Notes:

1. The submission has to be done through the blackboard with the deadline.
2. For SRS and Design documents, the submission should be in PDF file with names with the following pattern Team-x_SRS (e.g., Team1_SRS.pdf).
3. File naming conventions shall be followed.
4. While writing the document, it is important to use technical English writing skills with well formatted document including the cover page (submission details including details like team number, members, and the team leader for the submission), TOC, page numbers etc.
5. Documentation templates and other required templates will be provided as and when required.
6. The submitted reports should include detailed descriptions of all conducted meetings (date, time duration, members who attended the meeting), tasks performed, and distribution of work (who did what), and problems faced if any. You need to **clearly indicate the**

contributions of each team member as a percentage of the total work. This can be done as a table.

7. Copy pasting your answers from the internet or other sources is *plagiarism* and will be treated as *cheating*. However, you are free to consult online or other resources to explore the topic but you need to mention the sources as *references* at the end of the report.
8. There will be **penalty** for not following the guidelines.

Some guidelines for successful project execution

1. One of the team members should play the role of the team leader for a submission. The team leader role should be circulated among team members across different submissions.
2. Treat the instructor as the project manager and the team leader (as well as team members) can communicate with him to resolve any serious issues.
3. Team leader is responsible to call for meetings and distribution of tasks. The work for a submission should be distributed as equally and fairly as possible including the team leader. There are some tasks that will need the entire team to work together whereas some tasks can be distributed to members (including the team leader). For example, coming up with the use case model for the system is a team work whereas each member can be given a set of use cases to write the description for it.
4. Team leader will set internal deadlines for members to submit their work (which shall be few days before the official submission deadline) and the team leader shall be responsible for integrating the submission. After integrating the submission, the team leader can distribute the work product to the team members and get their final comments. Features like 'MS Word - Track Changes' can be used.
5. It is always encouraged to discuss the work (and the submission draft) with the instructor before the official deadline for the submission ends. The instructor can give you feedback which can improve the quality of the work and submission.
6. The members shall cooperate and coordinate with the team leader in all the work.
7. If any team member is not responding to the team leader or other members of the team in a timely manner which can result in poor quality submission, the team leader shall document this in the submission and the instructor (i.e. the project manager) will look into the issue. If no documentation is available, then it will be assumed that no issues were faced and that the whole team will take responsibility for the complete submission.

I wish the project will be a good learning experience including team work and collaboration.