

Reflective Report (Interim report) Writing

Assessment 1:

- Worth 20% overall
- 10-page (maximum) MS Word document
- Deadline: 26th July 2025
- Submission via BREO/Turnitin



海未 @annafleuur

My university motto:

"If tomorrow isn't the due date, today isn't the do date"

Marking Scheme

- Consists of 4 components:
 - Self Management (15%)
 - Reflection (40%)
 - Detailed Thesis Contents (30%)
 - Communication & Quality (15%)



Self Management

- Self motivation
- Proactiveness
- Time management
- Readiness to improve own performance based on feedback
- Reflective learning
- Etc..

Reflection

Discussion on how the current status of the project correlates with set milestones

Provide evidence

Explain good practices

Mistakes

Lessons learned

If you get a second chance, what changes you will make? etc

Detailed Thesis Contents

Chapter headings, together with an in-depth introduction section for each.

Like "Table of contents" page of your thesis report (final report)

Communication & Quality of Report

Presentation

Structure

Flow

Depth

Relevance of discussion

Report template

- Since this is a self-reflective report, there is no template for the report
- In the next few slides, there are a few examples of template, just to give you some ideas
- You do not have to follow these, these are just for your reference

Table of Contents

Introduction		
1. Analysis of Initial Goals	1	
2. Analysis of Original Time Management Plan		
3. Revised Time Management Plan	3	
4. Reflective Review of Time Management		
5. Analysis of Progress Made	4	Too mu
6. Analysis of Resource Management	5	conten
7. Issues and Problem Handling Review	6	
8. Reflection on Communication Management	7	
9. Reflection on Progress Made and Work Done		
10. Thesis Table of Contents	8	

Table of Contents

1. Self-Management and Reflection	
1.1 Time Management	
1.2 Organization.	
1.3 Reading and Note Taking	4
1.4 Problems and Issues	
2. Thesis Contents.	
2.1 Introduction	
2.2 Context	
2.3 Literature Review	
2.4 General Threat Analysis	
2.5 Technologies to implement IT Consumerization in Zero Trust Networks	
2.6 Security Architecture Frameworks	
2.7 Pending Points	
2.8 Conclusion	

This is not a section, its marking aspect

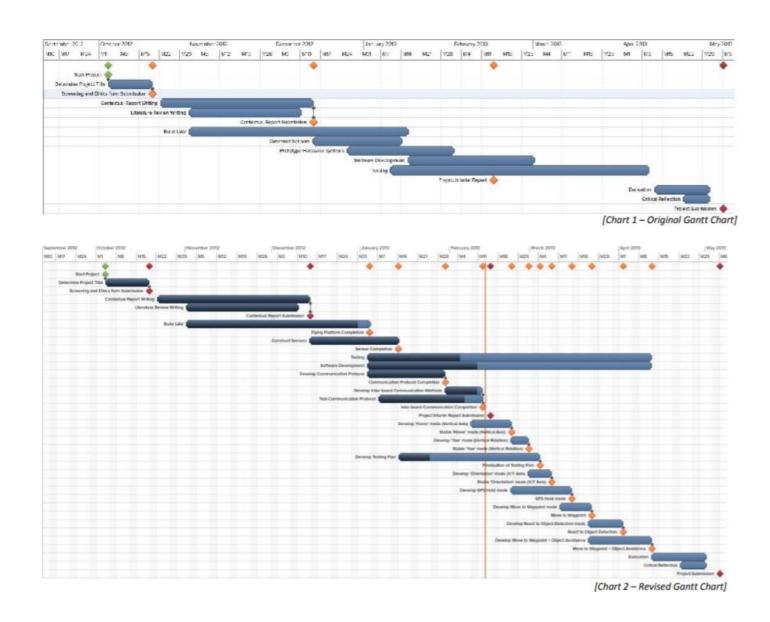
Introduction	3
2. Self-Management	3
2.1 Self-Motivation	3
2.2 Proactiveness and Time Management	4
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3.1 Presentation and Structure	5
3.2 Testing Results	7
4. Reflection	8
4.1 Reflection Analyses	8
5. Detailed Thesis Contents	9
5.1 Contents of the Thesis	9
Conclusion.	10
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Time Management	
Analysis of Progress Made	
Evaluation Change of Plans	
Communication with supervisor	
Evaluation of the Completed work	6
Room For improvement & Future work	6
Personal Reflection	7
Personal Reflection	7
Thesis Table of Content	
Appendix	.11

The next slide is an example of updating or detailing the progress

Example of project plan before and after



Summary of Possible Structure of Report

Title page
Second page — Abstract, Acknowledgements, Dedication, Key words
Contents

- 1. Introduction
- 2. Market Research/Literature Review
- 3. Artefact Design
- 4. Development & Testing
- 5. Results
- 6. Evaluation
- 7. Conclusions & Further Work

References

Appendices

Summary of Possible Structure of Report

Abstract, Acknowledgements, Dedication, Key words

- 1. Introduction
- 2. Background
- 3. Market Research/Literature Review
- 4. Artefact Design

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e.g., Backend design
User interface design
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5. Development & Testing

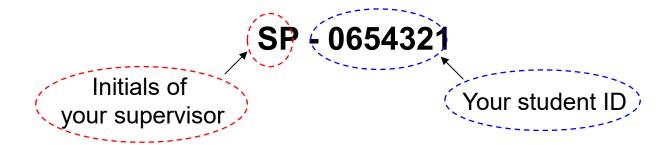
Development

Testing

- 6. Results
- 7. Evaluation
- 8. Conclusions & Further Work

Assignment Submission

- MS Word/ PDF document of no more than 10 pages
- Submission title of the assignment must use the following convention:



 Failure to follow above instructions may result in a NS grade being awarded.

Questions?

Thank you

