

UNDERGRADUATE PROJECT PROGESS REPORT

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| **Project Title:** |  |
| **Surname:** |  |
| **First Name:** |  |
| **Student Number:** |  |
| **Supervisor Name:** |  |
| **Module Code:** | **CHC 6096** |
| **Module Name:** | **Project** |
| **Date Submitted:** |  |

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# Introduction

*Draft of the introductory chapter as it will appear in your final report. This should be based on an updated Introduction in your proposal, using the feedback you will receive about your Project Proposal and from your supervisor . Also, include subsequent ideas and research that you have discovered since the proposal.*

## Background

This section should describe the overview of the topic and motivations. Provide appropriate references wherever necessary.

## Aim

The overall goal of your project should be stated here. It is recommended that each project should have a single aim.

## Objectives

Students are to state the several tasks/steps that would help them to accomplish the overall aim/goal of their project.

## Project Overview

(NB: Most students are working either on a software development-based project or a machine learning/deep learning-based project. Hence, in section 1.4, students must adopt the appropriate theme/content depending on their project topic.)

### Scope

The scope of a software development project should answer the questions: what will the software do? How will the software work? Scope for a machine learning/deep learning-based project should focus on answering the questions: what is the purpose of the study? How significant is the study?

### Audience

The audience for a software development project should focus on who is the software for? The audience for a machine learning/deep learning-based project should focus on who will benefit from the findings.

# Background Review

*Draft of the Background Review chapter as it will appear in your final report. This chapter is based on the Background Review in your proposal, expanded using the feedback you received from your supervisor. You can add any additional key sources that you have discovered since the proposal.*

Students doing software development-based projects can write their background review by providing a **summary of existing approaches (e.g., competitive analysis, if appropriate),** and others doing research-oriented projects (machine learning & deep learning projects) can write their background review by stating **a summary of related literature (e.g., annotated bibliography, or initial literature review, with a brief summary of sources).**

**Annotated Bibliography aids as in doing a good literature review. It is not the literature review. However, your final background review must be paragraphs with appropriate citations. Whenever appropriate, a table can be adopted.**

# Technical Progress

## Approach

The approach for a software development project should focus on the description of the software development methodology being used for the project. For example, the software development model, requirement gathering methods etc.

The approach for a machine learning/deep learning-based project should focus on describing the core machine learning model to be employed. Describe the mathematical basis, the algorithm details, and the optimization strategy, if applicable. Also, describe the datasets and data processing techniques to be used where relevant.

## Technology

State all the implementation tools & resources, such as hardware and software that have been adopted for your project.

## Testing and Evaluation Plan

Students are to adopt a Test-driven development style for the project. Here, students should write about their test and evaluation plans.

Test and Evaluation plans for software development projects should focus on describing test plans and cases for at least 3 different types of software testing techniques (Refer to Lecture 7 for more details).

Testing and Evaluation for machine learning/deep learning-based project should focus on describing the data testing strategy and the model testing/evaluation strategy. Pipeline testing testing should be described if relevant to your project (Refer to Lecture 7 for more details).

## Design and Implementation

Here, students are to describe the details of their progress regarding all they have designed or developed and implemented so far. Students can adopt appropriate subsections depending on their specific topic.

# Project Management

## Activities

State the complete/uncompleted tasks for each objective. The details here can be presented by a table.

## Schedule

In this section, you can use a Gantt chart or other charts to show the activities and their deadlines. Highlight all completed and uncompleted tasks in the project schedule chart.

## Project Version Management

In this section, students must describe how they have used resources such as Baidu drive, Gitee, etc., to manage their project source codes.

## Project Data Management

In this section, students must describe how they have used resources such as Baidu drive, Gitee, etc., to manage project logs, reports, literature, etc.

## Project Deliverables

In this section, briefly list all the documents and project resources that has been submitted/once yet to be submitted for assessment. Example: Project proposal, progress report, final report, project code/ software, etc.

# Professional Issues and Risk:

## Risk Analysis

Risk analysis as informed by current progress; Resolved risks and the success of the mitigation strategy; Changes to project plan as a result of risks; Future risks.

## Professional Issues

Identification and discussion of relevant legal, social, ethical and environmental issues in the context of the project. Refer to professional codes of conduct, e.g. BCS, ACM.

# References

* The layout above is a suggestion of how to present your Progress Report. **Whenever**  appropriate, introduce sections that will help the readability of your work.
* The Length of the progress report should be **2500 – 3500 words**.
* All sections and subsections should be numbered for cross-referencing purposes.
* Regarding citations and references, students must adhere to the University guidelines or IEEE referencing style. **Students doing software development-based project can cite related websites, web applications, developer documentation, etc. They can cite related articles to their projects, but it is not required. Students doing research-oriented projects should focus on citing research articles. They can also cite appropriate websites whenever necessary.**

## Formatting Requirements

Your written assignments must be presented in the following format:

* It must be word-processed in 11-point Arial font
* It must be black text on a white or ivory background
* All pages must be numbered
* Margins must be as follows: Top: 1 inch, Bottom: 1 inch (2.5 cm), Left: 1.25 inches, Right:
* 1.25 inches (3.2 cm)
* Use a line spacing of 1.5
* Numbers and captions to figures and tables should be at the bottom of the figure or table. If the figure or table is mounted sideways into the report, then its bottom is on the right-hand side of the report. **All tables and figures must be labeled**.
* Normally, the report should not contain more than 80 tables/figures.

## Written Presentation

* The project proposal must have a concise written presentation and referencing style.
* It should also have a clear & logical presentation.

**NB:**

1. **All the text in red colour are basic guidelines and must be DELETED after using this guide.**
2. **Finally, update the “Table of Contents” appropriately to display the correct section titles and corresponding page numbers.**