08341 / 08349 Final Stage Project

Support Lecture 2

Initial Report

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Module Overview

Project Deliverables

Initial Report	*(5%)*	*(semester 1 week 5)*
Interim Report	*(5%)*	*(semester 1 week 13)*
Final Report	*(80%)*	*(semester 2 week 11)*

- *including software, background context designs and reasoning, review appraisal*

Presentation / Demo	*(5%)*	*(semester 2 week 15/16)*
Project management	*(5%)*	*(continual)*

(detailed timings in the Project Module Handbook)

Project Organisation

Know Your Purpose

Project Title and Initial Brief

- expand Initial Brief through analysis and research

Think about your goals and options

- formulate alternative strategies and
- prepare to justify your chosen techniques

Project Initial Report

Report Contents *(within about 6 pages!)*

Title and Initial Project Brief *(about half a page)*
- as initially specified, plus if changed

Analysis of Context and identification of tasks *(~2pp)*
- according to your interpretation following initial discussions with client / supervisor

Project Task List and **Timescales** *(~2pp)*
- summarised on basis of analysis
- list each task / topic heading and estimate duration

Project Time Plan *(~1pp)*
- grid of tasks against time – eg 'Gantt Chart' *(see Google!!)*
- show all weeks including vacations, exam time, etc

Risk Analysis – table of risks, likelihood, severity, strategies

Background References – bibliography *(~1pp)*

Project Initial Report

Report Title page

Standard format / layout

- as defined in module handbook – Appendix B
- adapt for Initial Report as follows:

PROJECT INITIAL REPORT

Submitted for the
BSc Honours in Computer Science

October 2007

Your Project Title Here

by

A. Student

- position of panel on title page is critical for Final Report covers
- less so for Initial Report, but good to get principles right early!!

Assessment Criteria

Initial Report - criteria include

Presentation

- neat, professional, coherent typography,
- error free grammar/spelling, logical structure/headings

Introduction / Initial Brief

- general intro to report structure as a document
- clear statement of initial brief
- *outline* any areas of change; significant aspects
- *indicate* breadth of issues relevant to project context

Background

- *concise* review with **references to bibliography**

Analysis

- *logical* progressive narrative
- address significant issues and support/justify task list

Assessment Criteria

Initial Report - criteria include

Bibliography

- range of different research sources *(**original** wherever possible)*:
  - Academic / research papers / texts
  - Technical / Systems material
  - Client domain information
- traditional and modern media – *not just web-based; **not wikipedia etc.***

Task List / Time Plan / Risk Analysis

- **concise summary for each task**:
  - short title; two sentence(ish) description
- task number to link with time plan
- include significant deliverables / intermediates
- **chart display of tasks** against active weeks
- include external constraints; intermediate check points
- follow standard (eg Gantt); show ability with planning software
- **tabulate identified risks**, assessments and actions

Project Initial Report

Task List

Derived from Initial Brief

- as expanded by analysis and discussion with supervisor to give a list of tasks to pursue

Tasks Identified

- in terms of ***your*** project – use relevant terminology

How many tasks?

- consider software engineering lifecycle – minimal, vague
- double or treble for practical, manageable detail

May well cover

- Requirements Gathering / Analysis
- Background Research – application/client context; technical/systems
- Data Modelling / Algorithm research
- Prototype development – kernel; data storage; user interface
- System building / User trials / testing / refinement
- Documentation / Reports / Final Delivery / Demonstration

Project Initial Report

Time Plan

Schedule your Tasks

- Number of tasks in list
- Number of weeks available overall (inc exams, vacations, etc)
- Estimate weeks per task (simple division, then adjust?)
- Highlight 'Milestones' and Deadlines for deliverables
- Create Grid plan of Tasks against weeks

Create your Time Plan

- by a variety of means:
- Graph paper and coloured pens
- Word processor 'table' object with shading
- Spreadsheet table with shading
- Project planning software packages
- *an opportunity to develop your professional skills!*

Project Initial Report

Time Plan - a simple grid of tasks against weeks

(can be done by WP table, spreadsheet, planning software, etc – develop your skills!)

Task / Time	w1	w2	w3	w4	w5	w6	w7	w8	w9	w10	w11	w12	etc
Develop Initial report					M								
Background research													
Prepare Data Model													
Prepare Interface spec													
Design core process													
Prepare Interim report													M
Implement Prototype													
… etc													
… etc													
… etc													

Project Initial Report

Risk Analysis

Think broadly about what might go wrong
- equipment failure (hardward and/or software)
- cognitive shortfall (can't understand something)
- deadline pressure (work takes longer than expected)

Analyse each risk item in detail
- identify specific risks, evaluate **Severity** if occurs (L/M/H)
- evaluate **Likelihood** of occurrence (L/M/H)
- **Significance** = Severity x Likelihood

Tabulate Risk Analysis
- row for each risk, column for each evaluation *and Action*
- for each risk factor, enter **Action** details of
  how you **plan to handle problem** if it occurs
  how you plan to **work to avoid risk** of problem

Work always with (at least) high/high risk factors in mind!

Project Initial Report

Bibliography

Conventional linkage of your work
with surrounding context and earlier work by others

References – specific relevant citations
Bibliography – more general awareness
Citations – formal statement of source location
follow conventions, eg as presented in
Dept Student Handbook (pp60-65)

Initial Report should include
References and Bibliography as assembled to date
– continue to gather and extend for later deliverables

Project Support

Next Events

Continue project development work and
regular meetings with your project supervisor

Attend scheduled support lectures
- Week 9: progress review / guidance on Interim Report