

## **08341 Final Stage Project**

### **Preparation for Final Delivery**

**Dr John Rayner**

## **R e m a i n i n g     D e a d l i n e s**

### **Final Report deadline**

4pm Thursday May 1 – week 11

### **Report Deliverables**

Final Report document inc appendices / documentation  
– two copies each in paper form **and** electronic on CD  
  
plus resubmission of **original** Initial and Interim reports  
– in case of moderation by External Examiner

### **Project Presentation**

in week 15 or 16 – final support meeting in week 12

## **Remaining Tasks**

### **Final Implementation**

last phase of coding and tweaks / refinements

### **Writing of Final Report**

should be underway now – or very soon!

- think about report structure / chapter outlines and discuss with your project supervisor NOW
- review your progress diary and notes to support your personal reflection / critical appraisal

### **First Draft**

should be written over Easter  
to allow for supervisor feedback in week 9 / 10

## **Final Report**

### **Structure**

Title Page

Acknowledgements / Abstract / Contents list

Introduction

Background chapter(s) – technical / client contexts

Development chapter(s) – as appropriate  
eg lifecycle stages or experimental approach

Review and conclusion chapter(s)

- to reflect on progress / achievements / future work

Bibliography / References

Appendices – as necessary (eg documentation)

# Final Report

## Title page

Standard format / layout

- as defined in module handbook – Appendix B – as follows:

<p><b>PROJECT FINAL REPORT</b></p> <p>Submitted for the BSc Honours in Computer Science May 2008</p> <p><b>Your Project Title Here</b></p> <p>by</p> <p><b>A. Student</b></p>
---

- position of panel on title page is critical for required official covers
- official covers are available from CS Dept office – get them in good time!

# Final Report

## Content

Background chapter(s)

- based on material from Interim Report, noting feedback fixing problems and omissions (style, references, etc)

Development chapter(s) – eg lifecycle-based

- requirements / spec + design / implementation  
testing + user trials / documentation
- or experimental context  
hypotheses / algorithms / expt design + process  
results + analysis

Ethical aspects

- to be considered in introduction and/or review *at least*

Technical / User Manuals

- if included, do not repeat content within main report, just cross-refer

## Final Report

### Review and Conclusion

#### Review

- summarise achievements, relative to initial goals and to surrounding context / background

#### Critical appraisal

- in what way(s) are goals met / exceeded / fallen short?  
reasons for variance / potential for recovery

#### Conclusion

- outline of possible future work  
opportunity for personal comments
- what knowledge gained from experience?  
alternative approaches based on knowledge now?

*(If you were starting now, how would you proceed differently?)*

## Final Report

### Personal Reflection

#### Review and reflection

- helps to identify strengths and weaknesses  
recognise lessons learned / promotes improvement

#### Ask yourself

- what have I gained from project experience?
- what one or two things went well / could be better?
- did I do everything in the most efficient way?
- was any time lost – if so why?
- were any serious design errors avoidable?
- what advice would I give to next year's students?
- what do I know now that I wish I'd known at the start?

#### Discuss with your supervisor

- feed conclusions into your Report appraisal section