Project Report Guidelines

1. The deadline date for submission is *Friday 12th April 2019* between *9:00a.m. – 12 noon* in the DCIT office.

   Emailed submission will not be accepted.

   Late submissions will be a subjected to a penalty of 5% for each day late inclusive of weekends.

2. The project is to be submitted in two forms:
   - A printed copy
   - An electronic copy uploaded to myeLearning.
     - Only *one (one)* group member submits to myeLearning.
     - The person deemed the project leader is to submit on your behalf.

3. Your document must include
   - A cover page with the name of your business, group members (name and student id) as well as the name of the project. Be creative in your layout.
   - A table of contents
   - A table of figures
   - All details specified in the Project Details handout on myeLearning must be a separate chapter in your document with the exception of the Interface Design.
   - A glossary of terms
   - The peer evaluation form completed by each group member. (Available on myeLearning)

4. Other points to note:
   - The document must be free of all spelling and grammar errors.
   - The pages should be numbered.
   - Tables and Figures should be numbered and given a name, for example Figure 1: Use Case for Login
   - Make your document look professional. (http://thevisualcommunicationguy.com/2016/03/23/make-your-boring-documents-look-professional-in-5-easy-steps/)