The Project Title

The Document Title

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2023-24

Abstract

Acknowledgements

Abbreviations

ACB   Apple Banana Carrot

Contents

List of Figures

List of Tables

CHAPTER 1

Introduction

The introduction should provide content for the report, discuss relevant background material, identify stakeholders, and state the aim(s) of the work.

Research

This is often referred to the 'literature review' section. It is one of the most important section of the Project Proposal and the Project Report. It is where you demonstrate that you understand the state-of-the-art in the field you're working. Towards the end of this sections it's normally a good idea to explain how your aim / work / idea / contribution differs from the nearest work in the field.

Legal, Social, Ethical and Professional Issues

Address the legal, social, ethical, and professional issues associated with your project. Find something to say for each. For example, listening for legal, BCS Code of Conduct for professional, etc.

CHAPTER 4

System Requirements

This section should detail your understanding of what you are planning to create. The section should aim to break down the overarching aims of the work into clear, measurable requirements that can be used in the evaluation of the project. This is why we often function of functional and non-functional requirements.

Design

Communicating how you think about the composition of your system and how it works. You might detail the ways in which the overall system will be broken down into subsystems. Detail should then be provided on the design of each of these subsystems.

Implementation

This section should discuss how you went about developing a system that was consistent with your design to meet your stated requirements. The implementation of subsystems should be accurately documented, with any implementation difficulties being acknowledged. The Design and Implementation sections can be grouped in the Project Report, if these are tightly coupled. Likely omitted for the Project Proposal, though should mention your proposed implementation technologies somewhere.

CHAPTER 7

Testing and Success Measurement

As well as documenting system testing, this section should also describe any unit testing or integration testing performed. If you are not familiar with unit, integration or system testing then it would be a good idea to investigate these notions and consider about how they relate to your project. This section might also detail any performance, reliability or usability testing performed, with quantification, i.e., numeric measurements, being used wherever possible. All those points are systems focused through. If you're doing something that's research focused or more of a social / analytical study then you need to think about how you'll measure success.

CHAPTER 8

Project Management

What is the timeline for your project? What software development methodology will you use? Can you identify the major milestones? These types of questions are important for project planning and should be addressed directly.

CHAPTER 9

Evaluation

Usually you evaluate your project with regard to the functional and non-functional requirements you set out in the earlier chapter. This doesn't necessary mean that your project was successful but, if these requirements were appropriately specified, you it's likely that your project was successful. You might be reiterating some points from the Testing and Success Measurement chapter in your Project Report.

Conclusion

Generally speaking, section can take different forms - as a minimum you would normally provide a brief summary of your project work and a discussion of possible future work. You may also wish to reiterate the main outcomes of your project and give some idea of how you think the ideas dealt with by your project relate to real-world situations, etc.. For the Proposal, don't mention future work but do summarise your document.

Bibliography

Appendix

Some information, for example program listings, is useful to include within the report for completeness, but would distract the reader from the flow of the discussion if it were included within the body of the document. Short extracts from major programs may be included to illustrate points but full program listings should only ever be placed within an appendix. Remember that the point of appendices is to make your report more readable. I don't expect to see apprentices in any Project Proposals.