**. Initial Report**

The aim of the initial report (~1% of your degree mark) is to ensure that you and your supervisor agree on what the project is about, and to check that you have a clear idea of how you are going to tackle it. Investing time to prepare a high quality initial report is likely to lead to a much more successful project. It should be approximately 10 pages long.  The report should include:

* + A cover page, complete with the project title, your name, registration number, your supervisor's name, your second assessors name, and your degree course.
  + An outline of the **background reading** you have carried out. You need to demonstrate that you have read and understood a range of background literature from a range of sources including to a great extent peer reviewed articles. There should be appropriate referencing ([IEEE](http://www.ieee.org/documents/ieeecitationref.pdf)[[1]](https://moodle.essex.ac.uk/mod/book/view.php?id=434866&chapterid=10053#_ftn1)). It is advisable for you to use an electronic referencing system. Do concentrate on background reading that allows you to arrive at a set of clear goals with a project planning methodology decided. You will complete a more detailed literature review as part of your final report.
  + The **project goals**. You should describe your project goals including all aspects of the product to be delivered. The product may be hardware (e.g. electronic device), software ( e.g. game, app, website, database), or the use of software packages to deliver a product ( e.g. virtual network with security, device simulation). It is important that you describe the goals in a manner that gives confidence to their being achieved. All code for a project and the technical documentation must be held in the [CSEE GitLab](https://cseegit.essex.ac.uk/users/sign_in) repository. Do not worry about how to develop the technical documentation within GitLab. This will be explained once the Autumn term has started.
  + In the project goals section you must be clear about the deliverables you will have achieved by the interim oral examination in Week 11. This examination will be undertaken by the second assessor. S/he will need access to your project management tools and your GitLab repository.
  + A final section should be a report on the **project planning** undertaken over the summer and the plan that will be followed through the project lifetime.
    - For the Summer period you must use the [CSEE KanBan](https://cseetaiga.essex.ac.uk/discover) to record your planning. There are useful videos that can help your understanding of using this tool.
    - Later in the summer the project management tool you will use for the main project starting in Week 2 of the Autumn term will be released.

The report should flow from one section to the other so that the **background reading** sets the rationale for the choice of **project goals** and the **deliverables** to be achieved. The final section demonstrates that you have thought about **planning**. You will alter the planning through the project. This is the nature of the agile methodology, as apposed to Waterfall used in Year 2.

[[1]](https://moodle.essex.ac.uk/mod/book/view.php?id=434866&chapterid=10053#_ftnref1)<http://www.york.ac.uk/integrity/ieee.html>