

JC4000 (2024-25): Graduation Thesis

The Interim Report Guidelines

Once your project has begun, the first deliverable is the Interim Report, also known as the Project Plan. This plan, developed in consultation with your supervisor, should outline your intended approach and timeline for completing the assigned topic. A well-crafted Project Plan typically includes several achievable goals, as well as optional "nice-to-have" features that could be pursued if time permits.

Your Project Plan will serve as a valuable benchmark throughout the project, helping you assess your progress and stay on track.

Structure

Your plan should be concise, limited to a maximum of four typed A4 pages (11-point for fonts like Calibri, Arial, or Helvetica or 12-point for fonts like Times New Roman or Garamond) and should include the following key elements:

- **Descriptive Title of the Project:** Clearly state the project's title to set the context.
- **Brief Introduction:** Provide background information on the project and explain why it is significant and worth pursuing.
- **Main Goals:** Specify the primary objectives of the project, distinguishing between core goals and optional extras that could be added if time allows.
- **Risk Assessment:** Identify potential risks or situations that could make the project unfeasible and outline the measures or contingency plans for project recovery.
- **Resources List:** Detail the hardware, software, and any other resources needed to complete the project.
- **Outline Timetable:** Present a timeline that outlines major milestones and deadlines to help manage the project schedule effectively.
- **Provide appropriate references throughout your proposal**

Ideally, a plan will include a basic project, which should be straightforward to implement, and which should be completed reasonably early. It should also include more ambitious extensions, or possible developments to be tackled depending on the results of your initial work. A well-planned project should not be one which only comes together at the end of the period.

Recommended Template and Example Project Plan Documents

An example template of the interim report, and a ZIP/RAR file of the corresponding LaTeX source is available within the “Interim Report: Guidelines, Template, and Examples” folder on MyAberdeen.

In the same folder, you will find several example project plan documents to help guide the preparation of your own plan.

Marking Criteria

- Introduction and Justification: Clear explanation of the project's background and its importance.
- Project Goals: Well-defined and achievable goals, distinguishing between core and optional elements.
- Risk Assessment: Identification of potential risks and contingency plans for recovery.
- Resources and Requirements: Accurate list of necessary hardware, software, and other resources.
- Timetable: Realistic and organized timeline with clear milestones and deadlines.
- Others: Professional presentation, clear structure, and proper referencing.

Submission

Once you have agreed your plan with your supervisor, please then: submit it on MyAberdeen via the given submission link, as a PDF attachment before the deadline.