# ICT Industry Project Report

**Due date**: Week 16 or as negotiated with academic supervisor.

**Total Marks**: 50 **Weighting**: 50%

## Purpose

The purpose of this assessment is to:-

* Demonstrate the ability to conduct a Project in a specified timeframe and to meet or account for Project objectives/outcomes/deliverables.
* Demonstrate effective use of, Project planning; design, implementation and evaluation in a given business/organisational context.
* Demonstrate the ability to identify the limitations of the Project undertaken.
* Demonstrate the ability to write a report or produce deliverables for a specified audience.
* Demonstrate an ability to produce relevant, feasible and well-supported Project recommendations and/or provide practical solutions to the organisation’s issue or problem.

## Task

You are required to write a report which gives and account of your Project as shown in the contract with your client organisation and presented in your Project plan.

***NOTE: Be guided by the discussions you have had and are having with your Academic Supervisor as well as what you write in your Project proposal as to what output you will have to produce for this final Report***. ***There may be specific requirements which you will need to report on for your project which your Academic Supervisor will discuss with you.***

## Description

The Project Report should be written with a specified audience in mind and should include a title page, an executive summary, contents page, an introduction which provides the background to your Project, the results of your Project, an analysis of the results, identification of recommendations from the Project and conclusions from the Project. A reference list must be attached.

Please present information using an appropriate Report format. Here is a suggested format. It will need to be modified for the type of Project undertaken.

### Title Page

Set out with Project title, your name(s) and those of the Client and Academic Supervisor.

### Executive Summary

Provide a summary of the Project Report including aims of the Project, context, key findings and major recommendations.

### Contents Page

Show an appropriately numbered index of the main sections of your report, with corresponding page numbers.

Show a separate index list for tables, figures and graphs.

### Introduction

Provide an account of the background to the Project.

Describe the business, what it does, its current operating environment, and from that explain the trigger (or problem that needs to be solved) for your project.

Identify the Project objectives.

### Discussion

#### Project Methodology

Critically examine the Project and information related to the issue from a range of relevant resources.

Explain how the Project was conducted.

Explain the reasons for the selection of the chosen Project methods.

Describe limitations and any ethical considerations of the Project methodologies used.

#### The Results/Outcomes

Present a description and discussion of the data collected during the Project.

Include graphs and tables where relevant to present the results.

Use relevant statistical analysis of data where necessary.

Present results in relationship to the Project objectives

#### Analysis of the Results/Outcomes

Synthesise the information from the literature search with other Project results.

Discuss the limitations of the Project including the Project methodology used and reliability/validity of the Project results.

#### Recommendations

List feasible solutions/ongoing development for the organisation given its limitations of available time, resources, and internal and external environmental constraints etc.

### Conclusions

Analyse what the Project found/achieved.

Identify what areas may need further Projects to progress ongoing work.

Summarise the answer to the Project objectives.

### References

Identify a list of references you have directly referred to.

Use correct referencing techniques in the reference list according to academic standards using the APA method of citation.

### Appendices

Include your initial analysis documents and final documentation. The list below is made up of examples, and are not relevant to all types of project:

* SDLC Model (If applicable)
* Use Case Diagram
* Conceptual data model
* Conceptual Design (Architecture, Class Diagram, etc. if applicable)
* Interface Design prototype (if applicable)
* Design Documents
* Detailed Tabular Comparisons
* Process Flow Diagrams (dependent on Project type)
* Notes of interviews with client
* Examples of existing documentation – e.g.’ User Guides, manuals, etc

## Instructions

* Marks will be allocated to the Report’s presentation as per the marking schedule.
* Line spacing for the assessment is to be 1½ line.
* Include centred pages numbers in the footer.
* Set the page margins to be 4cm left and 2.5cm right, 2.5cm top and 2.5cm bottom.
* Use Calibri 11pt font.

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|  | **Faculty of Business and Information Technology**  **BICT and GDICT Industry Project**  **Assessment of Written Report**  **Name:**  **This assessment sheet must be included with your report.** | | |
| Your report will be assessed on the following criteria:  **Please note: This is the standard requirement and other specific requirements relating to your project will apply** | | **Possible** | **Actual** |
| **Presentation**   * a standard format with appropriate headings including a contents page  1. neat, attractive presentation 2. if graphics are used, they are referred to and described in the text, and are complete, accurate, neat and appropriately placed | | 4 |  |
| **Language**   1. accurate 2. appropriate formal style 3. clear, concise, coherent 4. correct mechanics | | 4 |  |
| **Executive Summary**   * Clear and complete outline of project | | 5 |  |
| **Introduction**   * shows evidence of understanding the context of business/organisation * justifies need for Project and outlines Project problem * identifies Project objectives or Project questions and deliverables * provides project scope | | 8 |  |
| **Project Methodology**   * clear explanation of how the Project was conducted * clear explanation for the selection of the chosen Project methods * Project methodology limitations are clearly identified and appropriate * Project methodology ethical considerations are clearly identified and appropriate | | 8 |  |
| **Outcomes and Results**   * relates data to existing theory where appropriate * Project objectives/questions addressed and deliverables demonstrated * clear analysis of findings/outcomes * shows a good understanding of technologies used | | 16 |  |
| **Conclusions and Recommendations**   * Limitations of the Project methodology and results are fully analysed * Feasible suggestions/deliverables for the organization provided * logical /practical * specific * has shown independent, original and creative thinking | | 5 |  |
| **Total Marks** | | 50 |  |