

Report

Well prepared materials make your work look more professional and easy to understand.

Item	Action	Done?
1	I have used the spellchecker and proofread the report correcting errors several times.	✓
2	I have checked that all material is directly related to the assignment tasks.	✓
3	I have checked that all the required information has been included in the report.	✓
4	The report is professionally presented using consistent headings, fonts and layout.	✓
5	All tables and images are numbered and captioned.	✓
6	I have used the report structure specified in the assignment.	✓

Referencing and Originality

Your work will be subjected to checks to ensure it is not derivative of other works. Works found to be derivative may leave you subject to penalties, including in extreme cases, expulsion from the University.

Item	Action	Done?
1	All images and tables are fully referenced	✓
2	I have not copied any material from anywhere else. All sentences have been paraphrased into my own words.	✓
3	All references appear in the references section at the end of the presentation.	✓
4	All references are cited in the text in the form of (author, year). See https://www.bcu.ac.uk/library/services-and-support/referencing for more details.	✓
5	If I have used quotes, these are fully referenced, appear in quotation marks and form only a small part of my report.	✓

Content

Is your work complete? Have you included all the required elements?

Item	Action	Done?
1	I have given an analysis of problem.	✓
2	I have explained why I chose the strategic tools that I have used and used references to support my decisions.	✓
3	I have included my report, dataset and Python scripts as .py files (NOT .ipynb) into one zip-file.	✓