The different documents that are required to be completed by the end of project delivery:

* The end-of-project report
* The project test report
* The project maintenance manual
* The personal reflective report

The end-of-project report:

This document should say how much has been accomplished on the project requires a number of things to do this:

* A management summary – this should sum up what the project had achieved (what works and what doesn’t, which documents are in a good state and which aren’t), what difficulties were there and how were they overcome and how well the team performed. No more than 1 page
* A Historical account of the project – should outline the main events of the lifetime of the project, how the team acted to produce a plan and deliver a product within the time constraint. No more than 2 pages
* Final state of project – a summary of which was seen as correct and incorrect in the project. Be as accurate as possible. More marks deducted for problems that aren’t declared but are detected by markers.
* Performance of each team member – project lead required to write a description of half a page of the duties and performance of each member including themselves.
* Critical evaluation of the team and the project – should address the following; how did the team perform as a whole and how could it be improved, how could the project that was set be improved, and what were the most important lessons learned about software projects and working in teams.

The Project Test report:

This document requires the following:

* It will be a list of the named/numbered tests planned for the project. For failed tests an explanation of why they had failed if available. In some circumstances it may be possible to group failed test with a single explanation. Give this once and reference elsewhere.
* This document should report on both the results for test in our test plan and the acceptance tests given by the client.
* The document should have a standard document header page, purpose/scope/objectives are not required. The body of the document can just be two tables of test, the result of each and explanations where necessary.

The Project Maintenance Manual

The program maintenance documentation is basically an idiot’s guide to how to maintain and run both the desktop and mobile program and if they have problems, they can find the solutions or the places in the code where the answer was likely to be found.

Some examples of maintainers’ questions are:

* This program fails in certain circumstances. Where is the problem likely to be, and how do I rebuild and test the system once I have fixed it?
* How do I make obvious modifications and customisations? For example, how do I extend this “sort” program to add an option which will delete any repeated lines found while sorting? Indeed, is its structure such as to permit such a modification without altering its design completely?
* Can I improve the performance of some aspect of the system? For example, I have found a new and wonderful sorting procedure. Can I replace the slow sort used in this genealogical data management program?