FINAL PROJECT REPORT

Dear Students,

Please note that we would like your group report to have limited number of words, proper referencing and good academic layout.

The purpose of a report is to communicate information, which has been compiled as a result of research, discussion and analysis of data and of issues.

Your main report body should be no longer then **1000 words.** (see details bellow)

Your report should only be a good exercise for a project manager to learn the art of professional presentation that is more quality then quantity orientated. Please remember that you individual marks are applied on individual contribution on discussion forum, not from a report.

We do not need to see copied discussion forum there, but a summarised report that contains agreed conclusions and findings by your group.

Based on our experience in previous sessions we have identified that many of student's reports have been written more as a collection of all posts rather then executive summary.
Hence we have prepared more detailed guideline for your final report. (attached bellow)

Please have in mind this instruction when you prepare your final report and please use proper referencing as plagiarism checking software tool will be used to check originality.

<u>**REPORT FORMAT GUIDELINE**</u>

Below is a suggested guideline for preparing your case study reports (Remember to always use Harvard Referencing Style or IEEE style).
For further information please see: https://student.unsw.edu.au/writing-report

Cover Page

Course ID,
Student names
Student Ids
Group number,
Demonstrator's name

Executive Summary

(Should be written last to focus on key points/findings – **150 words max)**

Table of contents

A list of the major and minor sections of your report.

Introduction

Current Situation Analysis and pertinent Background including a synopsis of the relevant information in a very short form. **150 words max.**

Main Body

1000 words max
Should include :
- Key Issues identified
- Short Analysis of every question presenting:
- Decision Criteria (link to relevant theory) and Assumptions
- Preferred Alternative with rationale if applicable.

(Organise it in a logical sequence)

Conclusion and recommendation

1-2 paragraphs - findings of your discussion.

References

A list of all the sources you used.

Note:
Recommend that you source journals, periodicals, textbooks, lecture notes as well as any online research. You cannot reference Wikipedia or any other unreliable sources. Make sure you support your ideas with facts and figures. Please try to use your own words and ideas based on research rather than copy and paste other's words from the internet. You should USE PROPER HARVARD style in-line citations (if you opt for

Harvard referencing style), image source citations, and an alphabetical CITATION LIST in a references section.

Peer Marks

Project managers are required to include peer marks for every group member. The scale will be left up to you to develop. You may be descriptive as much as you need, you may award marks on a scale 0-10, or 0-5 or 0-100%, but please remember to be objective and constructive in your feedback as this is what we value. Your peer marks will have no influence on your grading, it is up to your demonstrator to award recorded marks. Peer evaluation is another exercise where we observe and mark project manager's objectivity. This part is not included in word limits.

Lessons Learnt

Project managers should share lessons learnt so project maturity of your group is increasing with each coming project. This part is not included in your work limits.

Appendices

All other related items can be placed here and referenced in the report.