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Project Report Title

Subtitle if required

Report Layout and Style

A template will be provided on Moodle to support your work. However, the following guidelines **must** be adhered to:

- All **text will be black** in the report unless in very exceptional circumstance.
- Main body text must be at least **11pt font** using either **Arial or Calibri** font.
- Main body text will have **1.5 line spacing**.
- **Margins** will be a minimum of **2 cm on each side**.
- All **pages** will be **numbered consecutively**.
- **Figures** must have **captions** and be **numbered** (e.g., Figure 1).
- **Tables** must have **captions** and be **numbered** (e.g., Table 1).
- **Figures** may be **black and white**, or **colour**.

Word Count

There is a **10-page limit** for the group project. Do not see this as a target, but rather a limit to the number of words we expect a project to have. All words in the main body, excluding words in figures and tables, will count to your word count. If you think you will go over the limit (10 pages), you should consider what can be removed from the main body and placed in an appendix.

Copyright and Intellectual Property Rights (IPR)

Your report should be written considering that it will be within the public domain. Normally, you retain copyright over your written work and Intellectual Property Rights (IPR) over any technical work.

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By
Your Name

Submitted to
The University of Roehampton

Software Engineering Group Report
CMP020N204S

Abstract

Abstract narrative

Declaration

I hereby certify that this report constitutes my own work, that where the language of others is used, quotation marks so indicate, and that appropriate credit is given where I have used the language, ideas, expressions, or writings of others.

I declare that this report describes the original work that has not been previously presented for the award of any other degree of any other institution.

Enter your name here

Date: Enter the date here

Signed (apply signature below)

Acknowledgements

Acknowledgements narrative

Table of Contents

1. Introduction.....	vii
Research Question or Problem that will be Addressed	vii
Aims	vii
Objectives	vii
Legal, Social, Ethical and Professional Considerations.....	vii
Background	vii
Report overview	vii
2. Literature or Technology Review	viii
3. Design or Methodology.....	ix
4. Implementation or Results	x
Evaluation	x
Related Work	x
5. Conclusion	xi
Reflection.....	xi
Future Work.....	xi
6. References.....	xii
7. Appendices.....	xiii

1. Introduction

GUIDANCE (text in blue can be deleted from your final submission)

An initial paragraph introducing the project context and idea (all projects).

Research Question or Problem that will be Addressed

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A hypothesis and/or research question(s) (research-based projects)

Aims

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Aims are broad statements of desired outcomes and intentions.

Objectives

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Objectives are the tangible steps that will be taken to achieve the aims -- tasks that will be done.

Legal, Social, Ethical and Professional Considerations

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Your project must include a description of the legal, social, ethical, and professional issues relevant to the project. All projects will have either a legal, social, ethical, or professional issue element. You must discuss these here and highlight any issues that had to be addressed before undertaking the project.

If your project required ethical clearance, then this must be clearly stated in this section, including how the ethical considerations were managed.

Background

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You need to convince your examination team that your project is a viable one by answering the question -- **why is this a suitable project for an MSc Project?**

The aim of the background section is to provide the reader with the relevant contextual information necessary to understand your work. This section must be suitably referenced based on the reviews undertaken. There are two reviews that are likely to take place within this section -- a technology review and a literature review. The section concludes with a summary of the findings from the background investigation and how that **justifies** the work undertaken in your project.

Report overview

Describe the upcoming sections in order -- this provides your reader with a roadmap of the report.

2. Literature or Technology Review

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Literature Review (for research or investigation-oriented projects)

All projects should reference some academic literature, although it is primarily research-orientated projects that will conduct a significant literature review in the background section. As with the technology review, the goal here is to make it clear why the choices were made in the project. It is expected that at least the research methodology and/or evaluation approach is defined from existing sources.

Technology Review (for build or investigation-oriented projects)

The technology review focuses on technology that will be and could be used for the project. Typically, it is expected that you have reviewed different technology options for your project and summarised these options here. It should be clear why the technology choices taken were made.

3. Design or Methodology

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Now you must tell your examination team what you are going by answering the question -- **how are you going to undertake the project?**

The aim of this section is to explain to your reader the work you are going to undertake. Depending on whether the project is more build or research-focused, this section can take one of the following forms.

Design (for build or investigation-oriented projects)

If your project is a build focused project, you should provide a design for what your project will build. The nature of this design will depend on your project, but it should provide a complete idea of what you are going to build, including the technologies to be used.

Methodology (for research or investigation-oriented projects)

If your project is research-focused, then you need to define the particular research methodology you are using to gather and assess data. Typically, this will involve some sort of data gathering process and statistical analysis of results. However, you should also describe the tools (e.g., technologies) that you will use as well.

Alternative Approaches

Another important point in this section is to document any alternative approaches you could have taken to complete the project. For example, were there different technology choices, design choices, or methodological choices you could have taken? You should explain why you have taken the approach you have taken rather than these alternatives.

4. Implementation or Results

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Once the examination team know what you planned to do, you must tell them what happened --

What was the outcome of the work you undertook in the project?

A build or investigative project will discuss the implementation. **Do not just paste in lines of code to your report and call that an implementation! Your report should feature minimum code to only discuss points.** The idea for implementation is to describe how the design has actually turned out.

A research or investigative project will present the results from performing the methodology. These results must be correctly presented, using appropriate tables, charts, and statistical tests that suit the nature of the project. Results should be summarised, and any findings clearly presented.

Evaluation

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The examination team now need to know how well the project went -- **How good was the outcome from the project?**

Evaluation is an important element of any project. You must tell your reader how good the final deliverable is. **Your project does not have to be perfect -- indeed the outcomes might have been bad.** The point is you must evaluate the outcome and discuss its strengths and weaknesses.

A key element of this section is a reflection on the aims and objectives set out at the start of the project, and how well these have been met. **Again, it is possible not to achieve an aim or objective.** The point is you evaluate how well you did meet your goals.

Related Work

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Answer the question -- **Who else has done something similar and how does my work compare?**

Another key element of this section is evaluating your work against that of others. How good is your work when compared to other people who have undertaken similar work? It is important to be able to understand how well you have achieved your goals in relation to others, while also considering the time limitations of the project.

5. Conclusion

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The conclusion summarises the project. You need to highlight your key outputs and/or discoveries. There are some particular subsections that must appear in your conclusion.

Reflection

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You must critically reflect on the entire project process and how well you have worked on the project. What particular things have you learned during the project? Why were you able and unable to meet project goals? What would have you done differently in hindsight?

A common approach many students take in this section is to claim poor time management. **Poor time management is rarely a problem unless you had too much to do in the project.** Normally, what is called poor time management is poor organisation, planning, and motivation. Being honest in your reflection will help you understand how you can improve these issues rather than focusing on time management issues.

Future Work

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Answer the question -- **What next?**

You've completed a significant piece of work -- perhaps the largest piece of work you have ever done. But no project is ever 100% complete, and you will have found new ideas along the way. If someone were to pick up your project, what avenues should be explored next?

6. References

GUIDANCE (text in blue can be deleted from your final submission)

In this section, you **must** reference any sources used in your work. Typically, these sources will have come up during the investigation and related work sections. Your referencing must use the IEEE referencing style [IEEE Citation Guidelines2.doc \(ieee-dataport.org\)](#) .

It is **highly** recommended that you use reference management software such as Mendeley or Zotero.

Many students ask how many references are required. That is like asking how long a piece of string is. Your project should have as many references as is required for it. However, having few references indicates that no thorough investigation has occurred.

7. Appendices

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Appendices appear after references. Your appendices depend on the nature of your project. **Do not assume people will read your appendices.** Even if you direct them to do so in your main text, appendices are considered additional information and should not be relied upon to understand your main body of work. Refer readers to an appendix using a phrase such as *see Appendix A for further details*.

The following documents **must** be included as references:

- Your Project Proposal.
- Your Progress Review Form.
- Your original plan and revised plans as your project evolved.
- A description of how to access any technical output. **It is strongly recommended you use GitHub or something similar to do this.**

Any important communications between you and external stakeholders -- **please ensure private data is removed and communications anonymised.**