

Suggested Format of FYP Interim Report

An FYP interim report is a report on the current progress of the final year project. Its main role is to document what has been achieved so far and the things that need to be done later on. Note that the FYP interim report is limited to 4 – 5 (A4) pages.

Suggested format

1. Introduction

- Provide some background information on the project, the purpose (why it is carried out), the scope of the project and the objectives of the project to help the reader to understand your project better.
- Can include the timeline for the completion of the project (your project plan/strategy)
- State the purpose of the interim report.

2. Work done so far

- Highlight the work that you have done so far.
- Highlight your achievement and the effort put in.
- Can include problems encountered and the things that hampered the progress of the project.

3. Future Work

- Describe the work that is in progress and the work that needs to be done.
- Can include changes to the original requirements of the project.

4. Conclusion

- Comment on the progress of the project.
- Do an honest assessment.