

Software Development Life cycle

End of project report

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1 Management Summary

This should sum up in one page what the project achieved (what parts of the program work and what parts do not; which documents are in a good state and which are not), what difficulties stood in the way of project completion and how they were overcome, and how well the team performed.

2 Historical account of project

This should outline the main events over the lifetime of the project, and how the project team acted to produce a plan and to deliver a product within a constrained lifetime. This should take no more than two pages of A4.

3 Final State of project

This should give a summary of which parts of the project are perceived as correct and which are not. It is as well to be as accurate as possible here - more marks will be deducted for problems that are not declared but are detected by the markers than for problems that are declared in the final report. As well as missing or erroneous features in the software, known problems with documents should be included here.

4 Performance of each team member

The project leader should write a half page description of the duties and performance of each group member, including the group leaders themselves. This should be agreed with the group member if possible, and it should state whether agreement was reached, and if not, should give an explanation why not.

5 Critical evaluation of the team and project

This should be no more than a page in length and should address the following subjects:

- How did the team perform as a whole, and how could that have been improved?
- How could the project have been improved?
- What were the most important lessons learned about software projects and about working in teams?

End report/1(draft)

REFERENCES

[1] *N/A*

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