

Course Project Report

Further to the Course Project Description, the purpose of this document is to provide you with additional specifics regarding the overall structure and style of the Course Project Report. The report documents the work of your team on the course project and the outcomes. A common form of document for communicating ideas and facts regarding a technical subject matter is the **technical report**—widely used in ICT industry and beyond. Typical standards for a professionally written technical report are detailed below.

The course project report explains and illustrates at a technical level: (1) the problem being addressed; (2) the methodology used for solving the problem; (3) the characteristics of the solution and a rationale for the underlying design choices; (4) major problems encountered in the course of the project; and (5) the lessons learned. It also serves as the primary resource for your course project presentation, although the level of detail in the report normally exceeds what can be explained and discussed clearly and intelligibly in a 10-15 minutes presentation. Please note the due date for this report (electronic submission) is **November 21, 2018**.

Technical writing is a type of writing where authors write about a particular technical subject that requires direction, instruction, or explanation. This style of writing serves a different purpose and has different characteristics than other writing styles such as creative writing, academic writing or business writing. It is a clear and efficient way of explaining something and how it works. A good technical writer can make a difficult task easy and can quickly explain a complex piece of information.

Tips for Good Technical Writing¹

Regardless of the type of document which is written, technical writing requires the writer to know their audience, writing in a clear, non-personal style and doing extensive research on the topic. By doing so, the writer can create clear instructions and explanations for the reader.

- Know your audience. An expert in the field will understand certain abbreviations, acronyms, and lingo that directly applies to such a field. A novice will not understand in the same manner and, therefore, specific details must be explained.
- Use an impersonal style. Write from a third person perspective, like a teacher instructing a student. Any opinions should be omitted.
- The writing should be straightforward, to the point, and as simple as possible to make sure the reader understands the process or instruction. This at times may appear as simple as a list of steps to take to achieve the desired goal or may be a short or lengthy explanation of a concept or abstract idea.

¹ Definition of Technical Writing: <http://grammar.yourdictionary.com/word-definitions/definition-of-technical-writing.html>

- Know how to research. Gather information from a number of sources, understand the information gathered so that it can be analyzed thoroughly, and then put the information into an easy to understand format to instruct those who read it. The more inexperienced your audience, the more information you will need to gather and explain.
- Be thorough in description and provide enough detail to make your points; but, you also have to consider that you need to use an economy of words so that you do not bore your reader with gratuitous details.

Project Report Structure

Proper logical organization and clear structuring of the project report demands for

- a title page containing a title, name of all authors, student ID numbers, the course and semester, an abstract (i.e., a one paragraph outline of your report);
- some concise but meaningful conclusions (e.g., what you have accomplished, future work);
- page numbers and numbered headings of sections, subsections, etc.;
- a table of contents and a table of figures;
- a list of references (i.e., bibliographic items).

Note that online references are perfectly acceptable; you may want to give references to web pages or online documents, and/or you may want to give a reference to a specific web sub-page if referencing a particular point from that particular link.

Example of bibliographic item:

Zahra Zohrevand, Uwe Glässer, Mohammad A. Tayebi, Hamed Yaghoubi Shahir, Mehdi Shirmaleki, and Amir Yaghoubi Shahir. Deep-Learning Based Forecasting of Critical Infrastructure Data. *In Proceedings of the 26th ACM International Conference on Information and Knowledge Management*, Singapore (2017), pages 1129-1138.

The body of the report (excluding the title page, table of contents, list of references, etc.) should be about 25 pages double-spaced. It should start by introducing the problem scope and providing a basic rationale for the concepts on which your solution builds. You may also list the main contributions to the project and the report of each team member. Altogether, your report should not exceed ≈30 pages, including figures.

We hope you will find this part of the project a valuable learning experience in technical writing.