

COMP103P Milestone 1 Content Guidelines

The report should be properly written and formatted. It is a technical report, so should be structured in to sections and subsections. Be concise and use relevant technical language and notations. Aim for around 3-4 pages, but don't worry if you have extra pages to include content like the UI mockup.

You should include the following content:

1. Title page, with project title, team number, client names and affiliations, team member names.
2. One paragraph abstract (what the app does, who it is for, what will be delivered).
3. Context
 - Background to project and clients.
 - What problem(s) is being solved and why.
 - Team Skills and Roles Summary
 - Each team member should list their skills (remember Strengths Finder), and the roles they are taking in the project.
 - Work plan.
 - How is the project timeline organised, what are the tasks, what is happening when, what are the dependencies (can use a Gantt chart here).
4. Requirements
 - Overview of requirements gathering process.
 - MoSCoW style requirements list:
 - M - Must have requirements, which must be implemented to have an initial working application.
 - S - Should have requirements, which should be in the delivered app but not the earlier development versions.
 - C - Could have requirements, which could be included in the app if there is time to develop them.
 - W - Would (or Won't) have requirements, which won't be included in the delivered app but should be recorded for possible future development.

- Glossary (also known as a Data Dictionary) defining names, labels, terms, jargon, relevant to the project requirements.
- Structure of data or file formats that are needed (where relevant).
- Any other information that may be relevant to your specific project.

5. Design

- UI Design, including mock-ups of the user interface.
- Technical design, showing the proposed structure of the app.
 - Including the list of views needed, algorithms, data structures, components, software libraries, etc. (as relevant to the project).

6. Status and Evaluation

- Work components/packages completed so far.
- Evaluation of progress to date.
 - Is the project running on schedule? Is the quality good enough? How are you testing?
- Risks.
 - Issues that may delay or prevent completion.
 - How can risks be mitigated?
- Team evaluation.