



İSTANBUL TECHNICAL UNIVERSITY
Department of Computer Engineering

BLG374E – Technical Communications for Computer Engineers – Spring 2015

Project Report Submission

Due Date: 4 – May – 2015 (Monday) 12:00pm (midday)

PROJECT REPORT

The report

This report should present the results of your research/experimentation/investigation on a topic of your choice during the semester (including the *usability analysis* topic).

The main purpose of this report is to present:

- Your project.
- Its methods.
- Quantitative results.
- Qualitative results.
- Analysis.

The results themselves should have some content. *That is, there should be some results to report on.* Without these, the document is pointless. The results should be **relevant quantitative and qualitative data generated or collected by the project group**.

You should use **real data**. You should not make up numbers.

There is both a hard and soft copy submission.

Structure

See Chapter 6 of Beer & McMurrey about writing engineering reports. The present report concentrates on presenting quantitative data and analysis, so your writing decisions should reflect that fact.

Contents

Contents should include:

- A transmittal letter (formal letter style).
- A cover page with informative title, full list of authors, short *descriptive* (not informative) abstract.
- A comprehensive table of contents (on its own page).
- An executive summary (on its own page).
- Introduction, body (background, methods, results/data and analysis) and conclusion.
- Appendices and a reference list.
- Do not include a cover and label (you will be submitting electronically).

Introduction

The introduction should include:

- Project purpose.
- Motivation for doing the project (and for reading the report).

- A summary of the remainder of the report.

Background

The background should include:

- The state of affairs prior to the project.
- Some information about the original proposal.
- Any other approaches to the topic.
- Some citations.
- The main relevant theoretical concepts to help understand the content.

Methods/design

Methods/design should concentrate on:

- Describing the design of any implementations or experiments.
- Explaining concepts relevant to the results.
- Illustrating how the results are acquired.
- Compact/concise text.
- The use of devices to present information in interesting/informative ways, such as:
 - Graphics.
 - Diagrams.
 - Charts.
 - Tables.

Results/data

The results should showcase your presentation abilities. In particular:

- Compact/concise text.
- The use of devices to present information in interesting/informative ways, such as:
 - Graphics.
 - Diagrams.
 - Charts.
 - Tables.

There should also be some summary of the project process. e.g. summary of scope/direction/resources consumed.

Analysis

The analysis should:

- Include careful analysis of the results.
- Refer directly to the results.
- Endeavour to move towards some conclusions.

Conclusions

The conclusions should:

- Summarise any lessons learnt (including outcomes of the analysis).
- Evaluate the degree of success of the project (quantitatively if possible).

Structure guidelines

The structure should be such that it is:

- Easy to find appropriate information in the document in a random-access fashion (use of conventions, headings).
- Possible to read document beginning to end while developing an understanding of the project.

Further considerations

Page numbering

See the guidelines in the textbook. In particular, note the use of a different numbering scheme for the pages before the body.

Redundancy

Having *redundant* information in the document (that is, explaining the same thing multiple times) is a *good thing* if it helps with the above two desiderata.

Figure Numbering

The document should also have a caption and figure number on every figure.

Text

Figures, tables are preferable to text. Efficient communication is desired, not copious words.

Quality

Finally, the document should be tidy and professional. It should have been proofread and edited.

Submission policy

- Only electronic submissions through **Ninova** will be accepted.
- Late submissions or those submitted otherwise than according to instructions will not be accepted.
- One submission per group is sufficient.
[Multiple submissions per group are allowed but only one of the submissions will be examined].
- Submit:
 - **To the secretary's office:**
 - As a set of **stapled A4 sheets:**
 - The transmittal letter & report.
 - **To Ninova:**
 - As a **PDF file:**
 - The transmittal letter & report.
 - As a **ZIP file:**
 - Any supporting information, including spreadsheets, programs, data files (not required).

- In an **XLS/ODS** file: A completed team task evaluation form.
 - This should be filled out separately by each team member.
 - A template will be supplied.
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.
[remember to always quote borrowed text and cite borrowed text and ideas]

Grading policy

Components:

- *Document mechanics (see above).*
- *Necessary content (see above).*
- *Conciseness, clarity, presentation, and navigability.*

Bonus marks:

- *Clarity of presentation, novel use of graphics.*
- *Depth of understanding, interesting work.*
- *Extended content.*

Deductions:

- *Spelling errors.*
- *Messiness / lack of proofreading.*
- *Lack of, irrelevant or incorrect content..*