University of Hertfordshire

BSc Project Module(s)

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Today

- Interim Project Report now set
- Final Project Report
  - 90% of the Project Assessment and MUST be passed as a standalone piece of work.

Interim Project Report

- Supervisor marks
- All sections will give you insights into the structure and content of your final report – this is done on purpose
- You have written about what you have achieved based on the notes you are accumulating, the final report does this for your complete project work

Interim Project Report

Section 1

Remember … “knowledge you have gained” … tends to be forgotten.

- how it was acquired
- describe a new approach, process or algorithms investigated
- detail about a method that you haven’t applied before
- true understanding and/or deep understanding on a subject or topic previously touched upon
- provide some detail

Skills acquired is easier, but are they new or extended skills

- What skills have you built on
- How and why was it needed
- How was it applied

Interim Project Report

Section 2

Your reflections

- an honest evaluation of the status of the project
- where it follows your plan, where it has diverged
- if your plan has changed, why?
- is your focus different, what influenced that change
- time constraint should only limit choice not amount

Relate your work to CS/IT principles

- All CS/IT problems are grounded on principles of design and development, implementation of an algorithm, process, method or application of a set of tasks to meet a computer based solution

Interim Project Report

Section 3

Content Page

- Initial ideas for layout of report
- Discuss the content needed with your supervisor
- Aids the organisation of your notes and your work plan

Interim Project Report

Section 4

Content Page

- Fully reference the research sources you have used and comment on
- Cite the key passages discussed
- Use relevant references and detail the work affected by the information and knowledge gained.
- At least 4-5 references are needed, text, video, verbal, all count.

… and so to the Final Report

- 90% of the marks, must be passed as an individual piece of work
- Spend significant time on it
- Talk to your supervisor, they will read SOME of it to check you are on track, before submission

The Basics – Size & Word Count

- Size matters

No word limit … BUT …

Aim for 8,000 to 10,000 words

+ diagrams and figures about 20-30 pages

REMEMBER – Bigger isn't necessarily better
Quality before Quantity

How to write

- Remember the Scientific Method
- Use the examples as guidance
- Use your experiences from Assignment 3 on Project Planning
- Use your notes as raw material
- Craft the narrative from those notes
- Each chapter should tell part of the story
- Every statement and conclusion in the chapter must be evidenced

Who to write for

Assume little knowledge in the reader, explain all

Tell the reader:

What you knew
What you have researched, where it is relevant
What learning you have applied
What you have achieved (successes and failures)
How your understanding was influenced and developed

Message and Storyline

- Use your project plan to guide the structure of your report
- Tell the overall “story” of the project
- Use Chapters to develop sub stories around individual tasks
- Each chapter should detail
  - What you knew
  - What you have researched, where it is relevant
  - What learning you have applied
  - What you have achieved (successes and failures)
  - How your understanding was influenced and developed
- Use any notes from your weekly meetings with your supervisor and your working notes to support the provision of detail and evidence

Language

Above all else write coherently

Active or Passive Voice

ACTIVE : I designed the test set to evaluate the program.
PASSIVE : The test set was designed to evaluate the program.

First or Third Person

FIRST : Use I, me, my for your work, ideas and opinions
THIRD : Use she, his, her for the work, ideas and opinions of others

Supervisor may have a preference

Structure - Layout

- Title Page – Template
- Abstract
- Acknowledgements
- Contents
- Introduction
- Body - Main Chapters
- Conclusion - Discussion/Evaluation/Future Work
- Bibliography
- Appendices

Title Page

UNIVERSITY OF HERTFORDSHIRE
School of Computer Science

Modular BSc Honours in Computer Science

6COM1053 - Computer Science Project

Final Report
April 2017

TITLE OF PROJECT

Author's initials and surname

Supervised by: Supervisors Name

Abstract

- Summary of main findings
- Short (at most one page)

- Reader of abstract can describe report to third party

Acknowledgements

- Optional
- Identify those who provided practical support

Contents Page

- List the Chapters and Sections in the Report
- Formatted columns showing:
  - Chapter/Section Number
  - Title
  - Page Number

Introduction

- You should have written part of this already

  Introduce the project – Background, **Initial** Objectives
  Introduce the report – Structure of Chapters and Important Appendices

Main Chapters

- Optionally, separate chapter on research and background material
- Organise around Topics/Major Tasks
- Think about the order of presentation
  - Cross Referencing
  - Prerequisite Information

Main Chapters

- Each main chapter should reflect a task or topic and include:
  - Hypotheses
  - Everything you did – Analysis through to Test
  - Why you did it
  - Results obtained
  - Problems that arose
  - Problems resolved and unresolved
  - What you learnt
  - **Evidence to back up your statements**
  - **Evaluation (methods, testing, evidence, critique)**

Main Chapters

- Tell the story
- Link back to hypotheses, research and background reading
- Link across or forward to other tasks
- Leave overall evaluation to the Conclusions

Main Chapters

What to say:

- Describe interesting events in REPORT
- Put systems documentation in APPENDIX

- Put clever solutions in REPORT
- Put implementation detail (code!) in APPENDIX

- Put one (or two) example in REPORT
- Put multiple repeats in APPENDIX

Main Chapters

Include:

- Code samples to illustrate a point in REPORT
- Whole program in APPENDIX
- Do NOT include generated code

- Results and analysis of studies in Report
- Process and procedure of studies in APPENDIX

- Role of artefacts
- Why it is interesting
- Challenges in producing it

Conclusion - Discussion/Evaluation/Future Work

- Could be separated into two chapters
  - Discussion/Evaluation/Reflection
  - Concluding Summary and Future Opportunities

Your supervisor will particularly be of help here

Conclusion - Discussion/Evaluation/Future Work

- Summarise evaluation from all main chapters
- Detail reasons for successes and failures
- Identify development cycles
- Reflect on what you achieved, honestly
- Based on what you learnt, what would you do differently?

Conclusion

- Revisit initial hypotheses and objectives
  - how and why did they change?
  - why were they not achieved?
- Revisit project plan, did you manage your time effectively?
- Concise statement on the project experience
- Possible Future Developments

Bibliography

- List of ALL References, fully Cited
- Use quotes for the words and knowledge of others
- Look at

http://www.studynet1.herts.ac.uk/ptl/common/LIS.nsf/lis/busharvard

Appendices

- Extra supporting evidence
- Intermediate artefacts
  (specifications, forms, code, documentation, etc)

Where reports go wrong!

- Poor documentation during project
- Not enough time spent on report
- Not enough evidence to back up what you did
- Lots of words, little content (put Quality before Quantity)
- Confusing *difficulties* with *challenges*
- Putting emphasis on skills and activities before outcome and understanding

Positive Language

- … I had trouble testing my program …
- … by decided to develop a simple test framework …

- … it was difficult to simulate this situation …
- … by using a virtual environment, it was possible …

- … I could not use the tool to perform all tasks …
- … it was possible to redesign the application to …

- … I had a problem talking to relevant people …
- … I managing limited staff access to detail …

Final Lecture:

Demonstration Preparation

… any

Questions ?

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