The final report has a similar structure to the proposal and it is acceptable to reuse material from the proposal. For example, if your literature review perfectly covered all the relevant material then there is no need to update. More likely, you will need minor revisions to add new material you discovered during the project.

Project Title

Abstract

Tip: The abstract should be between 150-600 words. Briefly summarise your proposal. The abstract is usually written last, when you have a clear idea of your proposal as a whole. The aim of this section is to quickly introduce the reader to the project, and ideally engage their interest and encourage them to read the rest of the proposal. You should include an overview of the project; its motivation, the objectives, and the methods you plan to use. Do not include details in this section, you will have plenty of space in later sections. Also remember that the reader may not understand the technical details of your project so avoid jargon and leave in-depth discussion for later sections.

Introduction

Tip: In this section you will describe the context of your proposal. You will introduce the general background knowledge needed to understand the research topic (as it relates to your proposal), the motivation for your project, and the benefits that may be provided by addressing the research question. This should enable a clear and concise description of the problem that your proposal addresses.

Background/Related Literature

Tip: Describe in detail the background knowledge needed to understand your work and how it relates to existing work. This may take the form of a literature review, or a review of related projects.

Methodologies

Tip: Describe the methods you use to solve the problem you are addressing. Explain how data is collected, the techniques used to analyse data, the models chosen, and how accuracy of analysis was determined. You should explain the reasons why you chose a particular technique and procedure for your project.

Hardware

Tip: List the hardware that the proposed software will be compatible with and which it will be able to run on. For example: “The software will run on 32bit and 64bit Windows desktop systems from Windows XP to Windows 10.” or “The software will run on Java which can be implemented in a virtual environment on all major operating systems (Windows, Mac and Linux) on all modern hardware architectures (iPhones and Android smartphones).”.

Software

Tip: List all software technologies that were used in the development of the proposed software as well as all software that were integrated with the system, for each one explain why it was chosen.

Milestones and Reporting

Tip: Describe the planned timeline for the work you intend to do. Please see the below example which shows the common stages:

1. Analysis
2. Development
3. Testing
4. Deployment
5. Training and documentation

The following table is an example of project planning.

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Tasks | Reporting | Date |
| Week-1 | Analysis and design stage, gather data and create system mockup | Client meeting to review the project | 11-03-2018 |
| Week-2 | Architecture design | Client meeting to review the work plan | …… |
| Week-3 | Design work plan | None |  |
| Week-4 | Create database | None |  |
| Week-5 | Proposal Report Due |  |  |
| Week-6 | Create GUI | Client meeting to review GUI |  |
| Week-7 | Integration with iPhone environment | None |  |
| Week-8 | Testing | None |  |
| Week-9 | Progress Report Due |  |  |
| Week-10 | Deployment | Client meeting to deploy the system |  |
| Week-11 | Documentation |  |  |
| Week-12 | Final Presentation |  |  |
| Week-13 | Final Report (thesis) |  |  |

Deployment

Tip: Explain the deployment of the system on client’s infrastructure. Remember to mention how updates and bug fixes were distributed after the deployment.

Testing

Tip: Include the detailed description of your testing process and methodologies. Examples include: Test Driven Development (TDD), Unit Testing, Integration Testing, vigorous testing, etc. Remember to explain why the methodology was chosen and how the defined testing process will contribute to quality software development in your specific project.

Discussion

Tip: The discussions will always connect to the introduction, but it does not simply repeat the introduction. Interpret the results and describe the significance of your work. This section is also where you state how your findings contribute to existing gaps in the field.

References

Tip: Cite all references used in this report. You should include references to facts, figures and any other information that you obtained from various sources. References from relevant papers in the University Digital Library are preferred over Internet sources as Internet sources may not always be reliable.

Whenever you quote, paraphrase, summarise or refer to ideas, facts, figures or findings from another source (e.g. research paper, book, website), you should cite the source, with appropriate formatting, in the sentence that mentions these ideas or figures. It is not sufficient to just provide a list of references at the end of your paper. The source that you use should be cited in the text of your paper, either in parentheses or as part of the text itself.

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