

Draft final report (presentational style, good structure, logical flow, correct grammar, no typos, readability, main report should potentially stand-alone without need to read appendices as appendices are supporting evidence and NOT part of main report, appendices called in correct order, decisions justified well with citations, etc etc **L07**)

Project title– short and sweet (**L02**)

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ii. Table of appendices

make sure appendices are called in correct order, 1 first, 2 second etc etc. Do NOT just throw them in at the end

do not evidence everything –do not need 1000s of lines of data or code; do not need screenshots of everything etc etc

Researchers / analysts, remember that you may not have many, if any, appendices apart from a detailed overview of the situation requiring the research or supplementary evidence of work done

- iii. Table of figures
- iv. Table of tables

If using Word from Office then, under References tab, there are good buttons for creating each of these providing you use appropriate style formats

- All above **L07**

Glossary

if I have asked you for one please do include it here otherwise I, and other readers, might struggle to understand what you are writing about (**L07**)

Markers are not required to read much past the word limit

L07 marks will be deducted for overlong reports

Word count starts here max 5000

Section 1 Draft final report

1.1 Problem description

Overview of the problem being addressed; give enough info of the location if there is one; discuss any initial research or investigation which prompted the project

1.2 Why is it a problem

Issues that are shown or reasons for investigating it

1.3 Why 'solve' it

Who will benefit from your hard work? Possibly how will the benefits be seen

1.4 Key ICT aspects and existing knowledge of problem area

Mention the L3 course(s) that are driving your work; describe what you know about the situation already

1.5 Format of outcome

How will you present your work / findings / research / recommendations; alternative ways to produce your results

1.6 Scope and evaluation criteria

Strongly suggest you use landscape to display this table and widen the columns; do not waffle in this table, simple statements only

Scope	Aspect of problem	Associated activities	In / out / if out why out / if in is it	Evaluation criterion	Progress made to date
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			MUST or SHOULD?		

Table 1: scope and evaluation criteria

All above relates to LO2

1.7 Previous literature read

Turn into essay format not tabular but remember to PROMPT and say where/ when useful, just use stuff from first two TMAs that are useful, do not include stuff read and dismissed

Structure it to keep stuff together, obviously only use topics relevant to your project!

- Problem related
- Planning, SDLC, project management related
- LESPI
- Software related
- Hardware related
- OU level 3or2 course related
- Any other skill related stuff such as report writing, researching etc

1.8 Current literature read

Strongly suggest you use landscape to display this table and widen the columns

Source	Presentation	Relevance to my project	Bias / objectivity	Method	Provenance	Currency / timeliness	Usefulness in my project

Table 2: literature review

Perfectly OK to include things like stackoverflow forum, you tube, texts, internet; remember to call in blocks / parts / sections of L3 modules

All above **LO4, LO6** but remember to populate your report with citations and have a big bibliography based on all 3 TMAs, alphabetic order of author, Harvard cite them right otherwise marks will be lost

1.9 Work done

LO1

Follow the order of your life cycle or else be prepared to lose marks e.g.

Analysis / design / implementation

Cf1..CFn

Sprint 1 .. sprint n

Citations to justify approach / decisions

Examples only of work done for a development project; synthesis of research to answer hypotheses etc

Include some stuff from first two TMAs as well as new work

Reference any appendices used clearly

All aspects of section 1 should not be written in first person; do not tell a story; do not include masses of theory; do not concatenate words **LO7**

By the time you get to here you should not need to add much more for EMA so **GET IT RIGHT THIS TIME**

After this, for EMA, things will be subject to change as work progresses

Section 2 Review

2.1 Resources

LO3

Include table with all resources even no longer needed ones (highlight those in pale colour)

Resource	When needed	Why needed	How to obtain / already got it	Problems if unavailable

Table 3: resources

Discuss / review whether right ones chosen at start or some added later or not wanted / why

2.2 Life cycle

LO9

Comparison table

Life cycle	Pros in project	Cons in project	Useful in project?	Accept / reject / why

Table 4: lifecycle choice

Discuss / review usefulness of chosen one in controlling work throughout project

2.3 Plan

LO9

Include current plan

Ju's schedule	week 1	week 2	week 3	week 4	week 5	week 6	week 7	week 8	week 9	week 10	week 11	week 12	week 13	week 14	week 15	week 16	week 17	week 18	week 19	week 20	week 21	week 22	week 23	week 24	week 25	week 26	week 27	week 28	week 29	week 30	week 31	week 32	week 33	week 34	week 35	week 36		
week beginning Saturday/task	27/01/18	03/02/18	10/02/18	17/02/18	24/02/18	03/03/18	10/03/18	17/03/18	24/03/18	31/03/18	07/04/18	14/04/18	21/04/18	28/04/18	05/05/18	12/05/18	19/05/18	26/05/18	02/06/18	09/06/18	16/06/18	23/06/18	30/06/18	07/07/18	14/07/18	21/07/18	28/07/18	04/08/18	11/08/18	18/08/18	25/08/18	01/09/18	08/09/18	15/09/18	22/09/18	29/09/18	notes	
send out welcome email																																						
read project synopses																																						
U214 TMA 03 preparation																																						
U214 TMA 03 submission																																						
tutorial 1 - project / planning																																						
tutorial 2 - lit review / reflection																																						
tutorial tma01																																						
receive and mark tma01																																						
lespi tutorial																																						
course lit review tutorial																																						
U214 TMA 04 preparation																																						
U214 TMA 04 submission																																						
tutorial tma02																																						
receive and mark tma02																																						
in New Zealand																																						
U214 TMA 05 preparation																																						
U214 TMA 05 submission																																						
in Canada																																						
U214 EMA preparation																																						
U214 EMA submission																																						
tutorial tma03																																						
receive and mark tma03																																						
individual discussions on progress																																						
tutorial ema																																						
receive and mark ema																																						
phew!																																						
moderation																																						
support via email / phone																																						

Figure x: current plan

First plan done in TMA01 put in appendix

Discuss / review changes and why

2.4 Risks

LO3

Include table with all risks even no longer viable ones (highlight those in pale colour)

Risk	Priority (high, medium, low)	Potential impact	How to reduce if occurs	Accept / avoid / reject / why / how

Table 5: risks

Discuss whether right ones chosen at start or some added later or not wanted / why

2.5 Progress

Refer back to table 1 – scope / evaluation criteria

Discuss / review reasons for progress of lack and why

2.6 Skills

LO3, LO8

Include table with all skills even no longer needed ones (highlight those in pale colour)

Skill	When needed	Why needed	How to obtain /	Problems if unavailable

			already got it	

Table 6: skills

Discuss / review whether right ones chosen at start or some added later or not wanted / why

Discuss / review progress against these and why; mention knowledge gained

2.7 Personal progress

How is it all going; what have you gained as a person; log keeping (a brief example in appendix); keeping in touch with tutor (a very brief example in appendix)

2.8 Questions to tutor

Anything you need reassurance on? Any issues you might have?

Section 2 can be written in first person

Word count 5000 finishes here, state total word count – do not state subsection word counts

Bibliography

LO4 LO6

Alphabetic order of author

Harvard cite them right

Appendices

Correct order! LO7