

MCI Project 2020

Final report

Structure and assessment outline

What is the final report?

- **Individual** written project report
 - you can re-use diagrams from earlier documents
 - however the written text must be your own
- Main goals of the report
 - show what you have achieved (individually and in your team)
 - communicate clearly with the reader in written format (text + figures)

Report structure

- Overall, neat and clear presentation
- Begin with an **abstract/exec summary**
 - short (<1 page) summary of main points
- We do not require a specific number of pages or words
 - however, don't extend length for the sake of it!
- Structure your report into sections as follows:

Report structure

- **1. Introduction to the project**
 - background and motivation
 - main aims of the project
- **2. Approach**
 - **how** did you go about achieving your aims?
 - software architecture
 - underlying technologies
 - main tasks, how they relate to aims and each other

Report structure

- **3. Results and outcomes**
 - what was implemented, how well did it work?
 - try to give precise measures of success
 - specific cases, examples
 - quantitative results where possible
 - what did **you** achieve individually?
 - how did you test, verify, measure your results?

Report structure

- **4. Discussion, summary and conclusions**
 - how did your results compare to the original aims?
 - what did you learn along the way?
 - about the problem, the technology, the process
 - future directions for the work
- **5. References and appendices**
 - as needed
 - detailed results, supporting evidence etc., should go in an appendix

Report assessment

- Main criteria:
 - What have you achieved during the project?
 - Quality and clarity of the report
- **Hurdle** assessment (30%)
 - if we think you have not done enough (as an individual), you may be asked to do supplementary work to pass the course

General report writing tips

- Think of the reader!
 - they want to know what you've done. Make their life easy!
 - clearly communicate what you've done
 - use diagrams and figures where possible
 - write several drafts to refine your text
 - start with the main ideas as dot points, expand each into a paragraph or so
 - find someone else to read a draft if you can
 - be precise when reporting results
 - give numbers, outputs, graphs, images where you can
 - longer is not necessarily better. Keep it simple!
 - don't include unnecessary detail, aka "clutter"