CIS 490 Reports

Report procedures

Draft versions of reports 1-4

- Reports update the major milestones such as Joint Application Developments and Prototypes with the report covers.
- Prepare, collate, & review reports before submission.
- Reports are cumulative throughout semester; so many portions will be reused in later reports. Some may expand as you go.
- **Microsoft Word** must be used; any parts of the report produced by other software packages must be integrated into one report file in Microsoft Word format.
- Finalized drafts of reports 1-4 are due at 2:30 pm on Monday after the milestones as listed on class schedule.
    - Submit one soft copy in Cougar Course on the due day.
    - Print one hard copy and give to the instructor on the due day.
- Instructor will review report drafts and suggest corrections, etc. Feedback will be scheduled in different sessions for different projects on Wednesdays after they are turned in and posted to Cougar Course, so team can correct report before resubmitting on Cougar Course and giving the revised version to the customer.

Spelling and Grammar

To ensure customer confidence in your work,

- Check the reports carefully **BEFORE you submit them for review.**
- In **Word**, set the grammar and spelling checker to check for basic errors.
- **Revise the report** before you give it to the instructor and/or the customer.
- Have a second person read the report to see if it makes sense.
- Essential: state the **project requirements (problems) and solutions clearly**.
- **All solutions should be related directly to problems.**
- They should relate directly to the requirements in the **requirements matrix.**
- Think of the **Application Development section** of the report as being similar to a contract that states how your team sees the problem, and what you propose as the **solution to the problem**.

What to include in a report

- Include the **content that shows what you have accomplished**. This content is cumulative (keep adding to it), but should be up-to-date!
- **Document as you go** so that you build the report throughout the semester.
- Include in the report anything that shows where you are in your analysis, design and solution of the problem.

- **These items will vary from project to project but must be up-to-date.**
    - latest versions of requirements and design documents
    - GUI interface design
    - report design
    - diagrams for project, screen shots, etc.
    - reports on team's accomplishments
    - comparisons of different products or technology solutions, if used in part of the project
- **These items may have been originated in other applications; however, they must be integrated into the Word document as your report.**

Report Feedback

- Teams will have an appointment time during a class period for feedback on previous meeting and draft report.
- All team members are required to attend their feedback sessions.
- Team members who miss feedback sessions lose points from the individual part of their grades.
- Finalized, corrected versions of reports 1-4 are due at 2:30 pm on Monday of the following week.
    - Submit one soft copy with timecards in Cougar Course on the due day.
    - Give one copy without timecards and give to customer before next meeting.

Semester Report Schedule

- Report 0 is an informal report: team contract, due at 2:30 PM after the 3rd class
- Report 1: due after JAD 1
- Report 2: due after JAD 2
- Report 3: due after Prototype 1
- Report 4: due after Prototype 2
- The final report: due after the final presentation

Specifications:

- Write in clear English, short sentences.
- Use bullets to make information easier to scan.
- **Spell and Grammar Check.**

Application Development Section

- This section of the report acts like a contract specifying what you intend to do on the project.

- Be sure to state the requirements clearly so they indicate what your team understands has to be done for the project.
- The requirements matrix should directly reflect what is in the requirements statement.
- Keep your requirements up-to-date.

Report presentation

- Build each report on the prior report.