Assignment Guidance – Final Report – Report Structure

Title

Abstract
A summary of the whole report in 100 words – write this last.

Contents

Chapter 1 – Introduction, Aims and Objectives
A brief introductory chapter setting out the background and justification of the project. This should include a clear statement of the intended aims and objectives as stated in the Interim Report. It should also include a summary of each chapter with a paragraph explaining the contents of each.

Chapter 2 – Research
This should describe the findings of your research. It is not just a statement of what you did, it is actually an explanation of what you found out. It should also provide some evaluation of your research methods.

Chapter 3 – Analysis (may be part of research chapter)
This is a detailed analysis of the problem you are working on and should include the initial Use Case diagrams (with description in an appendix) and other supporting diagrams that help explain **what** you are trying to achieve. It may be combined with the research chapter.

Chapter 4 - Design
This should explain **how** you decided to solve the problem, using appropriate and standard design notations. You should include justification for your design decisions. It should include, where appropriate, details on System/Architectural Design, Data Design, GUI Design, Program/Algorithm Design.

Chapter 5 - Implementation
This should explain what you did to implement the system, including populating databases, writing code and implementing screen layouts/web pages. It should cover any problems encountered during implementation.

Chapter 6 – Testing and Results
Once your project is complete it will be tested, and the results analysed. This chapter describes the tests you have carried out and the results of those tests.

Chapter 7 – Conclusions and Future Work
This chapter analyses the outcome of the project against the original intended aims and objectives. It should demonstrate whether or not you have achieved the objectives and give an explanation as to why some of them were not achieved. It should also explain

how well the objectives were achieved. A good depth of analysis is required in this chapter to receive a good grade for the project.

References
All references used should be cited correctly and listed here using the Harvard Referencing System.

Appendices
This should include any supporting information such as diagrams, large code segments (do not include the whole source code), feedback questionnaires etc. – anything that is referred to in the report but is too big to fit into the main body.

Notes
- Each chapter should start with a brief introduction and end with a brief summary/conclusion.

- The word count for the report is 6,500 words (not including appendices). This is not a strict count but more a guideline. If you write much more or less than this then it may affect your mark as you have either not been clear enough with your writing or have not written enough about your work.

Formatting Guidelines

The project report is a formal report. It should have the structure given above and the pages should be formatted as detailed here. They should appear as successive pages in a document, with A4 size paper, portrait layout.

Each page should have left and right margins of 1 inch or 2.5 centimetres, and top and bottom margins of 1 inch or 2.5 centimetres. All pages should be numbered in the footer.

Text in the main body of the report should be in an 11-point sans serif font (Helvetica, Arial, or close equivalent) with single line spacing. There should be at least 6 pt spacing between paragraphs, with a maximum of 12 pt. Whichever size of font and spacing you use should be applied consistently throughout the document.

You may use the headers or footers for chapter and section information, and page numbers: use an 8- or 9-point sans serif font. These should be used sparingly.

Do not use coloured text except in diagrams and do not use ornamentation. This is a technical document, not an advertisement. The paragraphs should be either fully justified or left justified (this should be consistent throughout the report).

Diagrams and code snippets should be easily readable – the minimum equivalent font size for diagrams is 8pt. Diagrams, tables and code snippets should be

appropriately labelled with either 'Fig x' or 'Table x'. You should leave adequate space above and below pictures and tables (usually 6pt or 12pt will be fine) and they should be centred on the page with no text on either side.

Paragraph numbering is permissible but not necessary – but this must be applied consistently if used. Do not use a number depth of more than 3 (e.g. 1.2.1). Also, try to avoid leaving single lines of text at the top or bottom of a page.

These are guidelines and not rules, but you should adhere to them in order to make your report as readable as possible. If we cannot read your work, then we cannot award marks for it.

Product
Along with your report, you need to submit a zip/archive file containing all of your source code (or your database files), with instructions on how to install and run the application. You should also give clear minimum system specifications for running the application. This should be tested so that you know it works. If it does not run then it cannot be marked.

Presentation/ Demonstration
You are also required to provide a presentation/demonstration of your application. This should last for 10 minutes and give a brief overview of the project and a description of the product. This may be submitted as a PowerPoint presentation with voice-over, a video, or a screencast with voice over. The purpose of this is to demonstrate that you understand what you have built and how it works.

Viva/Interview
In some cases, we may ask you to be available for a brief viva/interview, which will be conducted over Skype or similar technology at a mutually convenient time. This will only be used in special circumstances, and you will be given plenty of notice if you are required for a viva.

If you have any questions, then please email them well in advance of the submission date. My email address is steve.wade@nccedu.com