

# Information Systems Project

## Interim Report

### Autumn 2024

<b>Words:</b>	1000
<b>Module Weighting:</b>	25%
<b>Level:</b>	Level 6
<b>Submission date:</b>	<b>22 November 2024 (11.59pm UK time)</b>

#### Important notes

- All Candidates must read and understand both [UCLan's Assessment Handbook](#) and NCC Education's Referencing and Bibliographies document.
- Any thoughts, ideas or quotations which don't belong to you must be fully attributed to their sources using the Harvard Referencing System. Authors' work that is used in your assignment and not referenced is plagiarism.
- All students must sign the Student Declaration as detailed in the 'Statement and Confirmation of Own Work' found at the back of every NCC Education assignment. You must attach the signed and completed form to your assignment.
- Students gaining an unfair advantage or colluding in any way whatsoever (other than on joint assignments) are liable to be disqualified. Plagiarism is an offence.
- You could lose marks if you exceed the recommended word count by more than 10%. Additional words may not be marked.
- Students should submit via NCC Education's VLE platform as per instructions within the learning materials.

#### Submission Requirements

**All Candidates must read and understand both [UCLan's Assessment Handbook](#) and NCC Education's Referencing and Bibliographies document and complete the attached form 'Statement and Confirmation of Own Work'. You must attach the completed form to your assignment.**

## **Assignment Guidance – Interim Report**

### **Introduction**

The Interim Report is submitted towards the end of the first semester of the Information Systems Project. The purpose of the report is to allow you to present the progress that you have made in the first semester of the project, especially in the period following the submission of the Project Proposal. Please read this assignment specification carefully to ensure that you have covered all the areas that attract marks.

### **Submission Format**

This must be as a single MS Word document, of no more than 1,000 words, excluding appendices. Any diagrammatic material (for example, from other software packages) should be included as graphics and will not be included in the word count.

Appendices should be used to present material that does not fit into the main body of the report and referred to from the main body. Marks will be awarded for the contents of the main body of the report; appendices should be used to present supporting evidence.

This is a formal report which should contain the sections given below. Subsections may be included as required.

### **Title**

This will be as in the previous assessment (Project Proposal), unless changed. If changed, the reasons should be presented.

### **Background & Research (25%)**

This section presents the justification for undertaking the project. It should explain the motivation behind the project and include the aims and objectives of the project. The material used in the Project Proposal may be reused, but it should also be refined and/or expanded to reflect your increased knowledge of the project. A direct copy of the Background section from your proposal, with some minor changes, will score zero.

This section should also present the findings of your research and how they will affect your project.

### **Development (25%)**

This section presents the development work carried out so far. It should include reference to activities such as requirements capture, analysis, design, experiments, prototypes and other work. You should clearly state what has been done, the justification for the work, the outcomes and a critical reflection on the degree of success of each activity.

Supporting material that provides the evidence for the work (such as analysis models, design diagrams, experimental data, etc.) will normally be placed in the appendices.

### **Learning (15%)**

Summarise, as a set of bullet points, each with a supporting explanation.

- the new areas of knowledge you have used
- the new skills you have achieved.

[Hint: knowledge is something you know, and a skill is something you can do.]

### **Planning and Progress (25%)**

You should present the project plan that covers (at least) the period from the submission of the Project Proposal (Week 4) to the submission of the Final Project Report (Week 24). A Gantt chart or other suitable diagram should be used. You should comment on the progress made in the first semester, comparing planned activities and deliverables with those actually achieved. If the actual performance differs from that planned, provide clear explanations why this is the case. Include a short overview plan for the second semester, with a brief commentary identifying the major risks and how these are to be addressed.

### **References (10%)**

You should give a complete set of references which relate to the work described. Marks will be awarded for: using an appropriate set of references, the way in which the material in the references influences your work (evidence taken primarily from the background and development sections), and correctly following referencing citation and reference format given by the Harvard Author Date system.

### **Important Notes**

Students should remember that the interim report needs to show your progress. If you include material taken from your initial proposal, it must be updated to reflect the progress you have made to date. A direct copy of sections from your proposal, with some minor changes, will score zero.

Students should also note that the Interim Report is a standalone assignment, independent of both the Initial Proposal and the Final Report. Please remember that the marker of this report may not have read your Initial Proposal document, so it should be written clearly.

### **Additional Remarks**

- The interim report should be submitted as a single self-contained MS Word document which is compatible with Microsoft Word. Multiple files are NOT acceptable. Any source material generated by other software packages should be incorporated directly into your Word document.
- In order to make it easy to identify your work, the file name of your document MUST include your name and student number as part of the file name e.g. 307456\_Jones John\_InterimReport.doc
- You must complete and return the "Statement and Confirmation of Own Work" form supplied.
- The expectation is that most submissions will have a length of around 1000 words.
- Anything substantially less than this is unlikely to meet the requirements.
- You will wish to read this assignment specification in conjunction with the module textbook, which gives considerable background as to what will be expected.
- Failure to adhere to the structure outlined above will result in severe penalties being invoked.

## Statement and Confirmation of Own Work

**Programme/Qualification name:** \_\_\_\_\_

All NCC Education/UCLan assessed assignments submitted by students must have this statement as the cover page or it will not be accepted for marking. Please ensure that this statement is either firmly attached to the cover of the assignment or electronically inserted into the front of the assignment.

### Student declaration

I have read and understood both [UCLan's Assessment Handbook](#) and **NCC Education's Referencing and Bibliographies** document (available on the main course page of the VLE). To the best of my knowledge my work has been accurately referenced and all sources cited correctly.

I can confirm the following details:

**Student ID/Registration number:**

**Name:**

**Centre Name:**

**Module Name:**

**Module Leader:**

**Number of words:**

I confirm that this is my own work and that I have not colluded or plagiarised any part of it.

**Due Date:**

**Student Signature:**

**Submitted Date:**