Introduction:

At most one page that gets the reader in the right mindset to read this document, it introduces the topic of the document and describes what will be discussed in the following chapters.

Background:

Contextual information about the project. What was the situation before you started with this project? What were factors you had to consider? etc.

Problem statement:

Your client faces an issue that needs to be resolved, what is this issue?

Process & Results (partially individual):

What did you contribute to this project. Were there certain challenges regarding your part? Describe the final result.

Conclusion & Recommendations:

Is your project successfully completed (compared to the requirements) and if your software would be extended/maintained, what would be points to keep in mind or features that would be useful?

Evaluation / Reflection (individual):

How did the project go?

In the next project, what would you do again? What would you do differently?

What are you most proud of?

For all of the questions in this chapter, explain why.