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**BSc in Applied Computing**

Project Manual

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**Preface**

As a significant part of your degree, you are required to undertake a major practical individual project. The project officially runs over three terms, and is worth 45 units of credit. The project is intended to bridge the gap between the world of learning and the world of practical problem solving. During the project period, you must not only face technical challenges and develop sound solutions for solving a complex problem, but also manage your work in a systematic way so that you can complete your project work on time. Through the project experience, you will also consider issues relating to the IT and Computing profession, ethical issues of the project work, legal issues relating to the project and social impacts of the technology used and the solutions developed. In other words, the project is an opportunity for you to “experience” the real world and prepare yourself for it.

The project is a crucial and important element of your degree, so much so that according to our current award mechanism for degrees, you will **not** be awarded a BSc Computing degree without passing the project, and your degree classification will not normally be significantly higher than the project classification.

###### This document serves as a general guideline and explains works involved in undertaking the project. It is intended to answer some questions that you may have. You are therefore advised to use this manual as a reference on the project. For more detailed instructions on your own project, you should seek specific advice from your supervisor(s).

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Project Tutor

Editor of the Project Manual

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# Aims and Objectives

The project is concerned with some aspect of computing, and should be based on theories applicable to design, construction and use of computing systems. The purpose of the project is to provide you with an opportunity to obtain in-depth knowledge in a chosen area of computing systems, exercise judgement in solving a major problem and develop a working software system or solution of a certain complexity. You are expected to

* Choose an appropriate project topic and identify a problem to work on,
* Identify the work and project activities required in solving the problem,
* Plan and organise the project work,
* Carry out the work and deliver a sound solution to the problem,
* Submit all required reports, program codes and prototype systems,
* Exercise judgement in selecting and developing solutions and provide supporting arguments for the solutions throughout the project.

Through the project, you will gain experience in

* Acquiring, organising and presenting knowledge in a field of study and applying the knowledge to solve an identified problem,
* Comparing and selecting suitable approaches and methods in solving the problem,
* Exercising initiative and sustained effort to set and achieve a clear set of objectives within stated deadlines,
* Developing solutions and implementing the solutions,
* Mastering a particular programming language and/or software tools that are deemed useful for your project but may be different from the ones that you have already learnt,
* Showing awareness of ethical, social, professional and legal issues regarding the solution development and its deployment in practice, and developing your project accordingly.

This project may be the first large piece of work that you do completely by yourself. You should choose a suitable topic to work on and a supervisor to direct your work. Most important of all, you should learn how to organise your work to deliver the required result on time.

The project normally takes three terms in your second year to complete, in some special programmes it might take only two terms. The term after the third term is for project examination purpose only. See the publish Project timetable in Moodle and also in the department which shows the important deliverables you need to submit.

# Choosing Your Project

The project should be about some aspects of computing, and based on theories applicable to design, construction and use of computing systems. This admits a wide range of potential topics of various natures. It can be the development of a practical system for real-life users, a prototyping of a new technique in computing, or an in-depth investigation of use of computing technologies in certain applications.

Members of staff often have ideas suitable for projects. The ideas are normally related to their research interests and their interests in the computing and IT industry. You are encouraged to contact members of staff in the department and find out what project ideas they have. If you find an idea interesting and decide to take that project, you should make your intention clear to the member of staff concerned. You must obtain the agreement from the member of staff that you can take the project and he/she agrees to be your supervisor.

Alternatively, you may even propose your own idea for the project. The department encourages students proposing their own projects. In this case, you must submit an informal proposal to the **project tutor** *in Week 8 of the term before you start the project.* Please indicate which member of staff whom you wish to be your supervisor. The department and the relevant member of staff will study your proposal. If your proposal cannot be approved, you must be prepared to take one of the project ideas proposed by staff. The department ultimately reserves the right to assign and change the student project topics.

Once you have chosen a project, you must submit a written project proposal describing the nature of the project and area of investigation *no later than Friday of the final week of the term before the project starts*. Any time lost is a waste for you and may result in penalty imposed on you. Your project proposal must accompany an ethical approval form (see section 9 for more details). The project proposal must be checked and approved by the School Ethical Committee.

Ideally, you should choose a project, which is interesting, a bit challenging and doable. You must consider your own motivation and capability. Choosing a wrong project would reduce the likelihood of success and bring dissatisfaction on your part. Be aware that once you have chosen a project, you must be fully committed. There is no chance for changing to another project once you start your project. If you are not sure about what project to choose, you must discuss your concerns with the project tutor.

# Planning, Execution and Management of Your Project

The general procedure of project development roughly consists of the following stages: project understanding, background study and literature review, problem analysis and user requirement collection and analysis, system design and implementation, system testing and evaluation, and project documentation.

The first term in your project is largely spent on project understanding, background study, literature review, user requirement collection and initial analysis. The actual work is carried out throughout the second term and into the third term. By the end of the second term, a significant part your work must be completed. The third term is used for overall system integration, testing and evaluation. Another important task during the third term is to write up a comprehensive and well-presented final project report.

It is important to remember that *there will* ***never*** *be plenty of time for your project*. Organising yourself well is as important and crucial as the work itself. You should treat your project as one full course unit at least. In fact, work on the project takes more effort than a single full course each term*. You are expected to spend at least 10-15 hours on your project each week during a term*. The total number of units of credit for the project is 45, which means that you must spend at least 450 total working hours on the project. You must work on schedule, meet a set of deadlines, and make solid progress over time. You should resist pressure from other courses you are taking at the same time. Deadlines for coursework for other courses should not affect your project work. Remember that working on schedule, meeting deadlines and making solid progress are essential requirements for IT professionals working in the industry.

Throughout the lifetime of the project, regular meetings with your supervisor(s), normally once a week, should be arranged. You must attend these meetings regularly and punctually. Do not feel afraid to see your supervisor even you think you have not made significant progress. You should let your supervisor(s) know your problems and discuss these problems with them. Do not hide your problems or yourself away from your supervisor(s).

It is recommended that you keep a project diary (logbook) recording progress, the evolution of ideas, useful discussions with your supervisor(s), and goals to achieve for the coming weeks. Your supervisor(s) will also keep a record on your attendance and key issues in the weekly supervision sessions.

You should get into the habit of writing about your project. The planning and writing of project reports should proceed in parallel with the actual project work. The writings will save you a lot of time when the final project report is compiled.

# Roles of Your Supervisor

A member of staff from the Department of Applied Computing must be the primary supervisor for every project. Some projects may require an extra supervisor who can be another member of staff from the department or from another department within the University. Normally, an external person cannot be the supervisor of a project without the agreement of the department and the University.

The basic role of a supervisor is to guide you in the right direction and prevent you from going a wrong way. Your supervisor checks and documents your progress regularly. He or she can also be a source of ideas. However, you should not stay idle until your supervisor works out a solution for you. *You, not your supervisor, are the one who must do the actual work.* You can discuss with your supervisor any problems encountered during your project, but you are expected to solve these problems. After all, the project is entirely your work*.* Remember that your supervisor is not your program debugger. Normally, you and your supervisor agree on a list of things to do for the week ahead. You are then expected to report back at the next meeting whether these tasks have been completed or not. Some tasks may take longer than a week to do, but your supervisor expects to see progress made upon them. It is not satisfactory if the tasks given are not attempted at all. On the other hand, do not think that you should not go to see your supervisor even if the tasks have not been completed.

Different members of staff have different styles for supervision. Some prefer a constant hands-on approach while others may take a more hands-off attitude. All of them require you to make steady progress over time. None of them is happy with your unexplained absence from scheduled meetings. Remember absence without a good reason may spoil the normal working relationship between you and your supervisor, and may result in penalty on your final mark*.*

# Skills Required and Gained

To undertake the project, you must first be equipped with necessary knowledge and skills. Most of the knowledge and skills required should have been obtained from the courses that you have done so far, particularly Software Engineering, Software Project Management, and courses in programming. You are also expected to know how to use office tools such as Microsoft Office suite of software tools.

A lot of knowledge and understanding towards a certain area of computing are obtained through the project. It is not unusual that you may be required to learn a new software package or a new programming language. You should treat this as an extra learning opportunity rather than a burden. A large part of the first term is in fact spent on the learning.

Besides technical skills in developing the software, you also need to practise other skills as well. These include communication skills, writing and presentation skills, research skills (such as use of library, the use of the Internet search), project management skills, etc. The project tutor will give a series of project seminars to help you in gaining the skills required, but most of the time, you gain the necessary skills through the project experience.

# Project Deliverables

Besides the project proposal and project ethical approval form submitted at the beginning, the following deliverables are expected:

* First project progress report and presentation.
* Second project progress report
* Project presentation
* Project poster.
* Final project draft report.
* Final project report;
* Project software or practical project work.

Most of the deliverables have been published in the department and Moodle.

# Progress Reports

**The first progress report and presentation** should normally contain a general overview of the project. It should include:

1. A description of the project on:
   * What the project is about, its aims and objectives;
   * The background of the project, i.e. the application area where the project is from;
   * The scope of the project, i.e. the complexity and the size of the problem;
   * The specific method being adopted in this project.
2. A review of the literature e.g. references to previous work on the problem area, reviews of methods and technologies, etc. (in more detail than the general introduction above). Your supervisor will advise you on relevant books and journal papers that contain suitable references.
3. A project plan that include major project activities as well as the scheduling of the activities. The plan must mark out milestones at which major deliverables are required. You may consider using diagrams in CASE tools such as Gantt chart in MS Visio to highlight the project activity schedule. However, some explanation of the schedule must be provided. Your plan should also include some risk analysis and any consequent contingencies if necessary.

You should also include, as an appendix, a collection of minutes for weekly meetings with you supervisor(s). The minutes mainly outline the work that has been accomplished, the main issues discussed and the planned activities for the coming week. The minutes serve as a good indicator for project progress and time management. The report body (excluding any appendix) should be normally of 2000-2500 words, equivalent of 5-6 pages of text, this excluding figures, tables, and diagrams.

**The second progress report** should be a review of project work being performed since the first term progress report. The report should normally contain the following:

1. Any updates on project aims and objectives;
2. Any updated literature review from the first term progress report such as new references from literature during your research;
3. User requirement analysis;
4. System design such as data design, function design and user interface design, including the design approach taken;
5. Any system prototyping and implementation;
6. An updated project plan outlining the schedule and adjustment of the remaining project activities. Comments on the project progression and lessons learnt are also of the interest.

You should again include, as an appendix, a collection of minutes for weekly meetings with you supervisor(s) as evidence of project progression and time management. The report body (excluding any appendix) should be normally of 3000-4000 words, equivalent of 8-10 pages of text, this excluding figures, tables, and diagrams.

You need to present the content of your progress report in a poster session.

# Presentation

The project presentations (for the first and the second progress reports) are an important part of your final year project. It aims to assess your ability to present your project in its current stage effectively by oral and visual means to a wide audience. Each presentation will take about 20 minutes, within which you spend 15 minutes on presentation and 5 minutes for answering questions. The timing will be strictly adhered to. Attendance to every session (not only your own) is compulsory.

**In the presentation** you should inform the audience of the subject of your project, the justification for your work, the objectives, the important literature you found, the approach you are taking and current progress. The audience will be other students together with members of staff in the department who should be conversant with but not necessarily expert on your project subject area. It is therefore necessary to give a clear and easy-to-understand introduction within the presentation. In the available time, you will not be able to present a lot of technical details.

You may wish to consult books that offer advices on how to give presentations. Below are some general tips about giving presentations:

* Know and understand your topic. This will give you more confidence and help to calm down your nerve.
* Make sure you manage your time effectively. If you have not completed your presentation at the end of 15 minutes, you will be stopped. Do a mock presentation with a friend before the day and get some honest feedback about your style, voice level, speed, body language, eye contact and the way you use visual aids. If it takes longer than 15 minutes to deliver, you need to refine it.
* Make good use of PowerPoint slides. PowerPoint provides a rich set of alternative presentation design templates and animation effects. However, try to avoid overdoing it. After all, this is mainly an oral presentation, not a complete *visual* presentation.
* Do not put too much information onto the slides. An overcrowded slide with a lot of text of small fonts is very difficult to read. Make sure that the slides are clear, legible, neatly presented and, above all, have impact. Remember the slides are an aid, and to be used as a support only. In other words, do not just read out what on the slides.
* Do not rely on detailed notes, otherwise you will end up reading them and will be penalised for doing so. This does not mean that you should attempt to memorise your presentation.
* During the question stage, try to understand the question correctly. If you do not follow the question, ask the person to rephrase it. Be confident in the way you field questions, be polite, but not on the defensive. Show that you understand your topic.

# Project Poster

This is another part you need to communicate your project through a poster, the poster in general contains the following parts

* Project aim
* Project requirements
* Introduction
* Project design
* Screen shots
* Conclusion
* References.

The general layout of the poster will be published on Moodle. The layout is consist of four A3 pages designed in PowerPoint, this to make it easy to be printed using the university photocopiers. Your final print should be in colours.

# The Final Project Report

The final project report is the most important document about your project. It is in fact the first major document that the examiners will read. It is therefore essential that you present a clear and comprehensive account of what you have done over the project period.

* + 1. Report Structure

Projects in Applied Computing tend to be diverse and of various kinds. It is therefore impossible to recommend a universal structure for all projects to follow rigidly. *You should therefore discuss the most appropriate structure of the report with your own supervisor(s).* The following components are generally expected:

1. *Introduction to Background and Related Concepts*
2. *Project Description (Objectives and Scope)*
3. *Literature Review*
4. *Requirement Analysis*
5. *System Design (Decisions with Reasons, e.g. Choice of Hardware and Software)*.
6. *System Implementation and Testing*
7. *Evaluation / Analysis of Results*
8. *Conclusion*.

Before you submit your final version of the report, you should give draft versions to your supervisor(s) for comments in good time. Remember this is for your own benefit. However, you should not expect your supervisor as your proof reader and correct all your language errors. The final corrections must be completed by the end of Week 8 of the third term the latest. You do need time to print and bind your final report.

* + 1. Report Format and Presentation

The final report generally includes the following components:

1. A Precise Project Title
2. Author Names, Degree Programme and Date of Submission
3. Note of Declaration[[1]](#footnote-1)
4. An Abstract (less than 150 words)[[2]](#footnote-2)
5. Content Table
6. Main Chapters (e.g. those suggested in the previous section)
7. Bibliography
8. Any Necessary Appendices

Table I summarises formatting requirements for the final project report. The report must be word processed on A4 paper. The report body (excluding any appendix) should be normally of 6000-8000 words, equivalent of 22-25 pages of text, this excluding figures, tables, and diagrams. All diagrams must be drawn using drawing software tools. Do not use colours extensively in your main text unless they are absolutely necessary.

Table 1: Final Report Formatting Requirements

|  |  |
| --- | --- |
| Headings | Size 14 Bold |
| Normal text | Size 12 |
| Figures and tables captions | Size 12 Bold |
| Margins (top, down, and right) | 2.54cm around |
| Margin left | 2.90cm (this for binding) |
| Font face | Times new roman |
| Line spacing | 1.5 |

Writing good reports is not an easy task. It takes much more time than you think. For most students, the project reports (progress reports as well as the final report) are the longest documents they have ever written. A useful advice is to start writing as early as possible. You should write notes on background knowledge, ideas concerning the project, reasons to support decisions, etc. These notes will become the basic materials from which the reports finally emerge. Do not delay writing until the last few days. All too often a sound piece of work can be spoilt by rushed and careless report.

# Software/Project Work

Your project work may be a piece of software or a significant piece of investigation or analysis. The work itself is also one major deliverable that needs to be submitted and assessed by examiners. Normally, you can continue working on it even after submitting the final report. However, the work must be completed on the day before the project viva. There are only few weeks between the report submission date and the project viva date, and hence you should not count on those weeks for any major work on the project.

# Project Submission

The final project submission includes the final project report and the software/project work. **Two hard copies** of the finalised version of the final report must be submitted no later than **Monday of the first week of term 4.** It usually takes about two weeks for all project reports to be marked.

At the end of Term 3 e-mail the Administrator your project title and the name/s of your supervisor/s. A standard front cover will be prepared for you in preparation of binding your project. In the first week of Term 4 you will be informed of when you can bind your document. The Administrator will show you how it should be done. Please attend this session as a group.

Late submission of the final project report is not permitted unless it is due to some mitigating circumstances. You could receive a heavy penalty for the delay. The current policy for dealing with late project submissions is to reduce 5% of your overall marks on a daily basis.

You are NOT required to submit the software/project work together with the final report. You may use the time between the report submission and the project viva time to finalize, integrate, test and evaluate your work. You are required to submit your software/project work on a burnt CD *after* the project viva.

# Project Assessment and Examination

# Project Assessment

Your project is judged on both technical merits and utility. This is to strike a balance between technical difficulties and usefulness of the end product. The project is assessed both continuously throughout the project period and eventually by examination. The breakdown of assessment is presented as follows:

* Continuous Assessment

⎯ Progress Report 1 5%

⎯ Progress Report 2 5%

⎯ Oral presentation 5%

⎯ Poster presentation 5%

⎯ Project progress and attendance 5%

* Examination

⎯ Project Report 40%

⎯ Software and Project Work 35%

It must be said that in order to pass the project, you need to pass **both** the continuous assessment and the examination. To pass the examination component, you need to pass **both** the final report and the software/project work.

The First Progress Report and the Second Progress Report are marked by your own supervisor(s). A *provisional* mark is awarded but the exact figure is not disclosed to you. You will be informed by the project tutor whether your progress reports are satisfactory or not satisfactory. More detailed written feedback comments on the progress reports will also be provided by your supervisor(s).

Your project presentation and poster are marked collectively by members of staff who attend the presentation/poster. They mark your communication skills rather than your technical ability and achievements. This means that they will consider matters such as the structure of your talk, your use of visual materials, your spoken English, effectiveness of your delivery, and your ability in handling questions. Again, a provisional mark on your performance is recorded, and you will be informed by the project tutor whether your presentation is satisfactory or not. The project tutor also provides you with detailed comments regarding your performance.

Your supervisor is the first marker of your project final assessment. Upon receiving your final report, a second marker is also assigned. Both markers will read your report and assess its structure, its content as well as its clarity. A provisional mark is awarded to the report by each marker. Detailed written comments about the report are sent to the project tutor. The report and the written comments from the two markers are then sent to the external examiner for comment.

An internal demonstration session about your software/project work is organised by the project tutor before the project viva. The first marker, the second marker and the project tutor attend the session. On this occasion, you are required to show the project work and/or demonstrate the software. The correctness, completeness, structure and soundness of judgement are assessed in detail. Again, a provisional mark is agreed between the markers and the project tutor (the tutor’s role here is to ensure consistency across assessment of all projects).

Since the final report and the software/project work are parts of project examination, no indication regarding the assessment results on both can be given to you.

# Project Examination (Project Viva)

The proper project examination is held in the form of project viva. It is a formal occasion for you to present and demonstrate your project. The viva will be attended by the first marker (your supervisor), the second marker, the project tutor and above all the external examiner.

A typical viva normally consists of three parts: a general introduction to your project, a demonstration of your software or project work and a question-and-answer session. However, it must be said that in practice it may not be as clean cut as being suggested. It can be a mixture of demonstration and questioning and answering. The general introduction is normally conducted verbally. You may use other means such as handouts or PowerPoint slides if necessary. Remember that all examiners, by then, should have read your report, and should know what your project is about.

The demonstration is basically to run through your software and explain what it does, or show your project work in details. You are strongly advised to plan well beforehand exactly what you want to demonstrate. Remember that *you should be in control of the demonstration*. Due to time constraint, you may not be able to show all aspects of your project. Put your emphasis on the main points, and only mention other features when asked upon. During the demonstration, examiners may want more information on certain parts of the project. You must provide such information, and then guide the demonstration back on track. Keep any of your explanations short and sharp to the point. Practise your presentation, including what you will say, in front of some friends. This can be a very useful exercise.

You then need to answer a number of questions concerning the project put to you by any examiners. The questions are hard to guess. They could be on the project work, on the report, on the development or even in the problem area. The examiners are keen to find out not only how much you have done, but also how much you know about what you have done, how much you have thought about the usefulness of your work, and how much you have learnt from your project experience.

The likely time for the viva is a weekday in week 3 of term 4, depending on the availability of the external examiner. The duration for each session will be about 20-25 minutes. You must be in the department at least 5 minutes prior to your session.

# Professional, Ethical, Social and Legal Issues

Throughout your project period, you will come across professional, ethical, social and legal issues concerning the definition, developments, implementation, and possible deployment of your project work. The issues include proper use of copyright, plagiarism, proper use of data from human participants, ethics of the project, etc. Most of the issues also arise in practical working environments. As a preparation exercise for your professional career after graduation, you must handle these issues with care and comply with guidelines and regulations of the university and other bodies of authority.

Before you start your project, you need to fill in an ethical approval form. This form is submitted to the School Ethical Committee for School of Science and Medicine for approval. The committee wants to evaluate and ensure that your project idea is ethical, that you interact with possible human participants ethically, use any data from the participants with their explicit permission and consent, ensure the privacy of the individuals and meet the requirement of Data Protection Act, and that you will conduct your work professionally and within the boundary of law. Only when the project proposal is approved, the serious work of the project can begin.

Once you started your project, you must respect the intellectual properties of the others and your own. In the literature review, you must provide sufficient references to existing works done by other people. When you write your reports, you should stay clear from plagiarising large quantities of materials that are not your own. When you compose program code, you must also avoid plagiarising other people’s program codes. The university considers plagiarism a serious academic misconduct and has introduced tough regulations against it. Reports with plagiarised materials will not be accepted and may result in severe penalty on your project.

When you write your own program code, you need to have your copyright message inserted at the beginning of each program code file that you create. If you use program codes from somewhere else, e.g. downloaded from the internet or from another source, you need to keep the attached copyright comments or create one if it is not attached. For the adapted code you need to make sure that the author consent is given for your adaptation. And if you are updating/modifying the adapted code, you need to make sure that your action complies with the copyright and licence agreement accordingly. In general, any adapted codes must count for only a small proportion of the overall program code size. When you deploy your software, you need to make sure that all your copyright and license agreement details for using your software or application are attached and secured within your software.

You should also try your best to submit work of high professional quality. Only not your reports must be formatted strictly according to official guideline, but also the use of reference entry must be of standard. Your attitudes towards project work, towards your supervisor and towards deadlines of various kinds should all be professional.

To help you appreciating these issues, the department offers a skill course on Professional, Ethical, Social and Legal Issues while you are starting your project.

# Concluding Remarks

The final-year project is a large piece of work that can become very demanding from time to time. In the beginning, you are usually excited by the idea of the project. When the serious work starts, your enthusiasm can gradually wear out. Frustration and disappointment will grow. This is particularly so during the implementation stage of the system development. *Keep your head cool at all times*. Try to become better organised. Use every hour of your spare time. Do not delay your work. Delayed work can accumulate fast until one day you realise it is impossible to handle. The following summarises some important tips for your project:

1. Recognise that time is limited.

2. Make a constant and sustained effort in producing results.

3. Keep a project diary, and you should be organised.

4. Stick to weekly deadlines.

5. Keep your supervisor well informed.

6. Write as you do.

7. Start thinking about project today!

Good Luck.

Naseer Al-Jawad

Project Tutor

# Appendix (assessment criteria)

**First Project Report Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Report aim and overview** | **5** |  |
| 2 | **List of project requirements** | **10** |  |
| 3 | **Review of the literature and background** | **20** |  |
| 4 | **Literature discussion and conclusion** | **10** |  |
| 5 | **Project plan** | **5** |  |
|  | **Total out of** | **50** |  |

**Second Project Report Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Updates added to the literatures** | **5** |  |
| 2 | **User requirements analysis** | **10** |  |
| 3 | **User interface and data design** | **20** |  |
| 4 | **Justification of implementation approach** | **10** |  |
| 5 | **System prototyping and implementation** | **5** |  |
|  | **Total out of** | **50** |  |

**Final Project Report Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Report structure and organisation** | **10%** |  |
| 2 | **Report content** | **45%** |  |
| 3 | **Description of software development/problem solving** | **20%** |  |
| 4 | **Knowledge gained** | **10%** |  |
| 5 | **Project ethical issues** | **5%** |  |
| 6 | **Clarity of report presentation and standard language** | **10%** |  |
|  | **Total out of** | **100%** |  |

**Project Poster Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Poster layout** | **7** |  |
| 2 | **Using the right bullet points with limited text** | **12** |  |
| 3 | **Using diagrams to show the system layout and design** | **12** |  |
| 4 | **Include proper screen shots, OR experiments outlines** | **12** |  |
| 5 | **Conclusion & references** | **7** |  |
|  | **Total out of** | **50** |  |

Project Presentation Assessment Sheet

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Details** | |  | **Poor Excellent** | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1** | **Description of Aims and Objectives** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Background Study** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Justification of Approaches Taken** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Organisation of Presentation** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **Content of Presentation** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **Language** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | **Use of Visual Aid** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | **Ability to Answer Questions** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | **Overall Effectiveness** |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |

END OF THE REPORT

1. The Note of Declaration declares that the project is all your own work. Any part of the project that is not your own work must be clearly stated. [↑](#footnote-ref-1)
2. The Abstract should describe the project briefly and highlight main conclusions drawn from the project. [↑](#footnote-ref-2)