

3rd Pro Project Specification Report

Instructions:

1. Complete a report in the style given, following all instructions.
Delete any sample / instructions text. You do not have to use MS-Word to prepare this document.
 2. Create a pdf.
 3. Upload your pdf document to Learn by noon, 9 May 2011.
- Please note: a 50% penalty applies to any report submitted after the deadline.
 - You are being assessed primarily on the effort and thoughtfulness of your approach to date, and the quality of this report, as opposed to the out-and-out success of the project so far.

Title Page (Separate Page)

Must include the following information: Project Title, Supervisor, Student Name (s) and ID and Emails.

Abstract (100-200 Words) – On a separate page.

The abstract should be written assuming no other part of the report is read. A short statement about what your project is, what its goals are, progress made to date, and outlook for completing major project tasks is really what we're looking for.

Project Overview (1 page maximum)

This section briefly provides background and descriptive information concerning the project itself.

Requirements (3 pages maximum)

Major goals and requirements of the project are outlined, include here measurables that can be used to assess if the project is “successful” at completion.

Approach and Preliminary Design (3 page maximum for individual projects and 6 page maximum for group projects)

Outline your approach (design method) and preliminary design. The level of detail of the design will depend on the approach being taken, for example with an agile approach you should have a reasonable detailed first design with a sketch plan for the entire project. Preliminary results may be given here if some basic experimental work has already occurred.

Budget and Timeline Summary (2 page maximum)

Give a summary of actual and anticipated purchases (include shipping and delivery). to met s and results are encouraged, regardless of success. A timeline summary from start of the project to completion should be included – a Gantt chart may be appropriate.

Project Risks and Conclusions (1 page maximum)

An honest appraisal of where your project seems to be going at this point and the potential to complete the project is appropriate.

Bibliography (Unlimited)

A numbered list of books, papers, internet sources read and used in the work so far. Some, probably most, should be referred to in the report.