İSTANBUL TECHNICAL UNIVERSITY
Department of Computer Engineering

BLG374E – Technical Communications for Computer Engineers – Spring 2014

Project Report Submission

Due Date: **13 – May – 2014 (Tuesday) 11:59pm**

PROJECT REPORT

The report

Presentation of results

This report should present the results of your research/experimentation/investigation on a topic of your choice during the semester (including the *usability analysis* topic).

The main purpose of this report is to present:

- Methods.
- Quantitative results.
- Qualitative results.
- Analysis.

The results themselves should have some content. That is, there should be some results to report on. Without these, the document is pointless. The results should be **relevant quantitative and qualitative data generated or collected by the project group**.

Other parts

Background should be provided early in the document, including:

- Project purpose.
- Motivation for doing the project (and for the reader).
- Academic literature on the topic (including other approaches to the topic).
- Main theoretical concepts.

This background should be presented cohesively, and the project should be well situated in its broader context.

The methods section should concentrate on explaining concepts relevant to the results, and also illustrating how the results are acquired.

The use of devices to present information in interesting or compact ways is requested, particularly in the methods and results sections, including:

- Graphics.
- Diagrams.
- Charts.
- Tables.

A careful analysis of the results should come after they are presented. This analysis should refer to the results and should endeavour ultimately to reach some conclusions.

There should also be procedural information about the project, in particular an evaluation of its success or lack thereof with respect to initial aims, any change in approach, and resources consumed (including time) on different tasks.

Be careful with the structure and layout. It should:

- Be easy to find appropriate information in the document.
- Be possible to read document beginning to end while developing an understanding of the project.

Note that having redundant information in the document (that is, explaining the same thing multiple times) is a *good thing* if it helps with the above two desiderata.

The document should also have:

- An informative title.
- A full list of authors.
- An abstract (an abstract is not an introduction).
- A table of contents.
- A reference list.
- A caption and figure number on every figure.

Finally, the document should be tidy and professional.

Submission policy

- Only electronic submissions through Ninova will be accepted.
- Late submissions or those submitted otherwise than according to instructions will not be accepted.
- One submission per group is sufficient.
    - [Multiple submissions per group are allowed but only one submission will be examined].
- Submit:
    - As a **PDF file**:
        - The progress report (in English).
    - As a **ZIP file**:
        - Any supporting information, including spreadsheets, programs, data files (not required).
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.
    - [remember to always quote borrowed text and cite borrowed text and ideas]

Grading policy

Components:
- *Document mechanics:*
    - *Title, authors.*
    - *Abstract is an abstract.*
    - *Table of contents, page numbers.*
    - *Graphics are numbered, referred to in text.*
    - *Tidy reference list & citation.*
- *Introductory material:*
    - *Purpose & motivation introduced.*
    - *Problem statement given.*
    - *Summary of approach given.*
    - *Current problem and approach situated.*
- *Background:*
    - *Relevant literature referred to.*

- *Significant quantity of academic literature referred to.*
- *Material presented cohesively.*
- *Irrelevant material not presented.*
- *Concepts well explained.*
- *Methods:*
  - *Explanations understandable.*
  - *Information logically ordered.*
  - *Graphics used well.*
  - *Irrelevant information not presented.*
- *Results & analysis:*
  - *Quantitative data presentation.*
  - *Quantitative data analysis.*
  - *Qualitative data presentation.*
  - *Qualitative data analysis.*
  - *Results presented compactly.*
  - *Irrelevant information not presented.*
  - **** Results are generated by group.***
  - **** Results have content.***
  - *Appropriate information presented.*
  - *Graphics used well.*
  - *Analyses refer to results.*
  - *Analyses developed into conclusions.*
- *Procedural information:*
  - *Relationship to proposal discussed.*
  - *Resources used specified.*
- *Structure:*
  - *Appropriate to report.*
  - *Easy to navigate or conventional.*
  - *Logically developed.*
- *Conclusion.*
  - *Main points reiterated.*
  - *Reference to analyses/conclusions.*
  - *Lessons learnt.*

Bonus marks:
- *Clarity of presentation, novel use of graphics.*
- *Depth of understanding, interesting work.*
- *Extended content.*

Deductions:
- *Spelling errors.*
- *Messiness / lack of proofreading.*
- *Lack of, irrelevant or incorrect content..*