

SENIOR PROJECT CHECKLIST

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Description

To fulfill the requirements of CSC 4790 “Senior Projects,” the following checklist items must be completed by their assigned due dates, available on the class website “Schedule” page. Group tasks are generally a single item to be completed and submitted by the group as a whole, while individual tasks are completed by each member of a team. All research project tasks are individual tasks. A detailed explanation of each item on the Checklist is provided below.

Please read all of the explanations for the checklist items, as there are important details therein!

Explanations:

Attend scheduled course and project meetings during the semester (individual)

Each student is required to attend scheduled class meetings, and team or individual meetings with the instructor as scheduled. Beyond the first 2 to 3 weeks of the semester, class meetings (where the whole class meets during the normal class meeting time) will be infrequent. Ample notification of class meetings will be sent via email and posted to the class Schedule web page.

Future plans assignment

During the first week of class, a “future plans” assignment will be distributed where students will write a paragraph about how they see their career in 2, 5 and 20 years into the future. The results will not be graded (100 if you do it, 0 if you don’t), and they will be posted anonymously on the class web site.

Create and support a project web page

All design and research projects must maintain a project status web page which contains a project description and a **progress log** containing brief entries of all significant progress, tasks, accomplishments, meetings and noteworthy discoveries that occur during the semester. Normally there is an average of two entries per week, although more entries are welcome. Fancy web site design is not required, but regular log entries are.

The **progress log** is an important tool in guiding and motivating your progress. It is also an important tool in the instructor assessing your progress and making sure all group members are contributing to the effort. Specifically, entries in the log should contain:

- List of activities performed (such as those listed above)
- List of planned activities to be done soon
- Hours of work, broken down for each team member and team as a whole

Create & present a poster during the special seminar

NOTE: This item has been moved into the future!

At a point in the next semester (Spring 2005) a special session will be scheduled. This session is likely to occur during the department colloquium time, normally Monday afternoon from 4pm to 5pm. Students of CSC 4790 will gather to present their design or research project to other students, faculty and other invited guests. The poster will present the project or research idea, along with an explanation of relevant details (technology used, problems to tackle and solve, target market, how you came up with the idea, unexpected twists & turns along the way, etc.). More information will be provided about the format of posters and other details as the date approaches. Stay tuned!

Senior Project Checklist (cont'd)

Submit a project binder

Each design project and research project team must submit a binder containing the items listed in the checklist. Note that only 1 binder need be submitted per team. Since each project is unique, some binders may contain slightly different items than other binders, so if you have any questions about what you need to include, talk to the instructor early and often. The project binder should be handed in at the time of the **Final oral presentation**, but may be supplemented later if necessary.

- Table of contents – title and page number of each item in the binder
- Initial design document and/or design notes – early ideas in any form
- Printed copy of the Progress Log – a printout of your web-based progress log
- Sampling of your project web site – printouts of all, or a reasonable sample, of your project web site
- Complete Software Requirements Specification – using a standard format (e.g., from 4700)
- Prototype of user interfaces and/or screen shots of GUIs – printouts of what your finished project looks like
- Test Plan and Results – a write-up of how you tested your project (software or web site or whatever your project is)
- User's Guide – for complex software, a good manual... for more intuitive software, a printout of the help information or other user's instructions that are included with your project software or web site
- Source Code – a few samples that illustrate some of your most significant implementation
- Executable package - stand-alone application should be downloadable from your project web site, or on a CDROM or other disk, web-based application should be accessible via URL
- Printout of your presentation slides – a printout of your Powerpoint presentation
- Research Report – for those choosing the research option, your completed report (described earlier)

Final oral presentation

Each team is responsible for preparing and presenting the results of the design project or research project during class meetings at the end of the semester. It is possible that some presentations may be scheduled during the final exam period if necessary. This presentation should be 20 to 30 minutes long, and should include all members of the team. A schedule for these presentations will be posted well in advance, and teams will have the opportunity to request a certain class meeting date for their presentation, although no dates can be guaranteed.

Design Project Postmortem (or Research Project Postmortem)

This is a final assessment of your project, your team, what went right, what went wrong, that each team member will complete and hand-in separately. A form will be available for download as the end of the semester approaches.

NEW: JPEG poster version of your presentation

Because the poster session is delayed, one new deliverable is a JPEG file containing your poster, which you can base on your Powerpoint slides from your final presentation. Instructions to come very soon, including a template you can use.

Senior Project Checklist (cont'd)

Checklist for Design Projects

- ☐ Attend scheduled course and project meetings during the semester (individual)
- ☐ Future plans assignment (individual)
- ☐ Create & support a project web page, including a project description and regularly updated progress log (group)
- ☐ Create & present a poster for the special seminar in Spring 2005 (group) **FUTURE**
- ☐ Submit a project binder, which includes: (group)
 - ☐ Table of contents
 - ☐ Initial design document and/or design notes
 - ☐ Printed copy of the Progress Log
 - ☐ Sampling of your project web site
 - ☐ Complete Software Requirements Specification (SRS)
 - ☐ Prototype of user interfaces and/or screen shots of your GUIs
 - ☐ Test Plan and Results of testing
 - ☐ User's Guide
 - ☐ Source Code (samples)
 - ☐ Executable package
 - ☐ Printout of your presentation slides
- ☐ Final oral presentation of your design project (group)
- ☐ Design project postmortem (individual)
- ☐ **NEW:** Poster - JPEG file containing your poster (for presentation in Spring 2005)

Senior Project Checklist (cont'd)

Checklist for Individual Research Projects

- ☐ Attend scheduled course and project meetings during the semester
- ☐ Future plans assignment
- ☐ Create & support a research project web page, including a project description and regularly updated progress log
- ☐ Create & present a poster for the special seminar in Spring 2005 - **FUTURE**
- ☐ Submit a project binder, which includes:
 - ☐ Table of contents
 - ☐ Initial research project proposal
 - ☐ Printed copy of the Progress Log
 - ☐ Sampling of your project web site
 - ☐ Research report
 - ☐ Printout of your presentation slides
- ☐ Final oral presentation of your research project
- ☐ Research project postmortem
- ☐ **NEW:** Poster - JPEG file containing your poster (for presentation in Spring 2005)

Research Report Explanation

For research projects, the report should be 10-15 pages describing your ideas, summaries of related research, as well as the results of your research, using the standard two-column conference research paper format. A template for the paper will be available for download from the course web site.