**VILNIAUS KOLEGIJA ELECTRONICS AND INFORMATICS FACULTY
SOFTWARE DEVELOPMENT DEPARTMENT**

PROFESSIONAL PRACTICE GUIDELINES

SOFTWARE ENGINEERING, 653I10001

2017

1. Guidelines on Professional Practice Report Content

Professional practice report structure:
1. Title page.
2. Report content.
3. Introduction.
4. Practice assignment formulation.
5. Practice assignment analysis.
6. Software.
7. User guide.
8. Conclusions and future steps
9. Literature.
10. Annexes.

Introduction.

This section includes:
- Short description of a company: its main activities, information systems used within.
- Practice assignment (problem) short description: goal, objectives.

Section volume 1-2 pages.

Practice assignment formulation

This section includes:
- Deep problem description.
- Functional, non-functional requirements.
- Formulas explanations, if there are any in a text.

Section volume 3-5 pages.

Practice assignment analysis

This section includes:
- Analysis on initial data (input). Database logical design with description, if database is used.
- Analysis on functional requirements. Use case diagrams, scenarios.
- Analysis on non-functional requirements.

Section volume at least 7 pages.

Software

This section includes:
- Main software files, its purpose and relation to other files.
- Database physical design (if there is any) and class diagram with short description of each element.
- Description of third party libraries, modules, database subroutines, etc.

Section volume at least 10 pages.

User guide

This section includes:

- The list of third party software needed to run created software.
- Software installation guide, including initial setup values.
- Description and identification of steps necessary to take in order to fulfil main functional requirement.
- Description of software uninstallation process and steps.

Section volume at least 8 pages.

Conclusions and future steps

This section includes:

- Conclusions related with practice assignment. Evaluation of if all functional requirements are implemented as planned.
- Faced problems and short description of its solutions.
- Future steps on improving the software.

Section volume 1-2 pages.

Literature

This section includes all the information resources used to solve the professional practice assignment. This section is not numbered. Information resources must be listed in alphabetical order.

Items that can be classified as information resources:

- books;
- periodicals;
- official e-resources.

Each information resource must be cited at least one time in a report.

The list of information resources must be created following the following rules:

http://biblioteka.viko.lt/uploads/Metodines/LitSarasoPav.pdf

Annexes

This section includes various schemas, diagrams, tables, sample reports, and etc. that are too large or other than regular report formatting is needed in order to put in regular part of report.

The annexes are numbered in the same order as they are mentioned in a report.

2. Report formatting guidelines

Professional practice report must be printed on one side of A4 (21 x 29.7 cm) paper sheets, using *Portrait* orientation.

Page margins:
- left - 3 cm,
- top and bottom - 2 cm,
- right - 1 cm.

Report pages must be numbered starting from content page. The page numbers must be centred at the bottom of the page.

Text must be written using *Times New Roman* font of size 12 pt. First line indent – 1.27 cm. Line spacing – 1.5. Space between section title and text must be set as *Auto*. Text must be justified.

Report must be sectioned. Section title must be written using *Times New Roman* bald font of size 14 pt., numbered 1. …, 2. …., etc. and centred. Second level sections must be written using *Times New Roman* bald font of size 12 pt., numbered 1.1. …, 1.2. …., etc. and centred. Any other section level title must be formatted as the second level title.

Tables and pictures must be included to report as objects. All objects must be numbered, dependently on theirs type. Objects title must be in bald *Times New Roman* font of size 10 pt. Picture title must be placed under the object and centred, tables title must be placed over the table and aligned to right side of the page. If object is too large to put in a report without changing its orientation, it must be placed as report annex.

Mathematical formulas must be written using appropriate tools. Formulas must be written in new line, centred and numbered. Formula number is written between brackets. Formula variables explanation must be placed in a new line and separated by semicolon.

Report title page is showed in Annex 1.

3. Report defence

For defence of practice report student must have:
1. Report, prepared following this guideline;
2. Developed software;
3. Company advisor evaluation

(See https://eif.viko.lt/media/uploads/sites/5/2015/03/baig_prof_prakt_tvarka_16-12-02.pdf);

4. Filled by company advisor questioner

(See https://eif.viko.lt/media/uploads/sites/5/2015/03/baig_prof_prakt_tvarka_16-12-02.pdf).

VILNIAUS KOLEGIJA
ELECTRONICS AND INFORMATICS FACULTY
SOFTWARE DEVELOPMENT DEPARTMENT

PROFESSIONAL PRACTICE REPORT

PA 653I10001 PI__

PRACTICE PLACE: Company title

COMPANY ADVISOR   NAME SURNAME

201_ - __ - __

STUDENT   NAME SURNAME

201_ - __ - __

FACULTY ADVISOR   NAME SURNAME

201_ - __ - __

201_, VILNIUS