

G5038 Individual Project

Interim Report



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Interim report

- **Deadline: Thursday 11 November 16:00.**
- **Marked by first and second markers. 10% of overall mark.**
- Interim reports are typically 3000-5000 words in length. The report is effectively an expansion of the project proposal and should include: Introduction, background, requirements, ...
- Liaise with your supervisor about expectations of this document.
- Examples of Interim reports are on Canvas, but note that the structure of such reports will vary depending on subject area.
- Details of what to include are on this web page:

<http://www.sussex.ac.uk/ei/internal/forstudents/informatics/undergraduate/finalyearprojects/informationforstudents>

Contents

- Introduction
- Professional and Ethical Considerations
- Related Work (depends on project)
- Requirements Analysis
- Project Plan (**Gantt Charts**)
- Interim Log
- Proposal

Introduction

Introduction

- The objectives of the project and the needs of your intended users that are achievable in terms of time available and your experience.
- It should introduce both the problem area (remember your reader may not know anything about the particular problem you have chosen) and give an overview of the rest of the report.

Suggestion

Write your introduction three times:

1. To a reader with no knowledge
2. To a member of your peer group
3. To an expert in the area

Better: can you make it read like one introduction?

Make it clear what you are doing in the introduction of all your reports: what is the problem you are solving?

Code of Conduct

Professional considerations

- Ethical standards governing the conduct of computing professionals in the UK are set out in the Code of Conduct published by [BCS - The Chartered Institute for IT](#), and **all** students are expected to familiarize themselves with these.
- A project consisting of basic research on a scientific topic may be little affected by ethical issues, although even in such cases some of the points in Sections 1 and 2 of the [Code of Conduct](#) and the [Interpretation of the BCS Code of Conduct](#) are likely to be relevant.
- Topics with potential practical application will normally have wider ethical implications, and for these you should pay particular attention to points 2(c) (on awareness of technological procedures and standards) and 2(d) (on knowledge, understanding and complying with legislation).
- You should include in this section of your interim report a description of ethical issues that you will need to take account of while you are working on your project; in your final report you should discuss how you addressed these issues.

More details on this in a dedicated session.

Literature survey

Background research

- What has **already been done** in this field?
- How is your approach **different and better** than others?
- What is the **novelty** of your project, compared to others?
- What is your **contribution** to the field?
- Do not re-invent the wheel.

Ask your Supervisor for most relevant papers.

Citations

When you find a resource, remember where you found it. Keep a record and add it to your bibliography.

Many tools out there to support generating bibliographies – see later session.

If you write this well, you can include it directly in the final report.

What will you deliver?

Requirements analysis

- Does your project **meet the needs** of a target group of users?
- What are the needs of these target users?
- How would an **ideal system** meet their needs?
- To what extent does **your solution** contribute to this?
- What do you **expect to achieve** within the given time?
- What will you definitely **not achieve**?
- You should **stick to this analysis** till the end of your project!

You should expect to include this section with only minor modifications in the final report.

Plan and Progress log

Project plan

- Describe what you have **already done**
- Schedule what you still **want to do** (also for the next term)
- How are your **tasks interdependent**?
- Writing the **Draft Report** should be one of your main tasks!

Progress log

- Log of the meetings with your supervisor
- Should cover discussions of **every important project stage**
- Record the **purpose** and the **outcome** of every meeting
- Note how these meetings helped you **follow your plan**
- Include this **log as an appendix** to your report

Marking Criteria

Marking Criteria

See the breakdown of marks here:

<http://www.sussex.ac.uk/ei/internal/forstudents/informatics/undergraduate/finalyearprojects/reportmarkingcriteria>

University resources

- Dissertation writing

Use resources offered by the university:

- LinkedIn Learning: <https://www.sussex.ac.uk/its/services/software/linkedin-learning>
- Skillshub: <http://www.sussex.ac.uk/skillshub/>
- Exercise: what other resources are available to you to help with your project?

Next

- Ethical Approval Process
- Latex
- Bibliography
- Literature search