

Project report headings

Your team may wish to create your own headings according to what you consider is important. Here are some suggestions for your final report. You may find additional headings within the CMMI v1.3 file.

1. **Course** COMP3001 Technology Management and Professional Issues, project management coursework and date submitted
2. **Name of project (team)** and who is in your team with their responsibilities
3. **Goals** (what) primary and secondary, in priority. Include deliverables
4. **Business case** (why in detail), benefits (to specific stakeholder groups), success criteria, challenges (i.e. risks) and opportunities
5. **Scope** what is in and what is outside the project
6. **Requirements** - functional and non functional (quality attributes). Key performance indicators (KPIs). Personas and user stories (or use cases), story boards or user journey
7. **Assumptions and Constraints**
8. **Architecture** (including NoSQL data sets and open source tools used)
9. **Processes** adopted, cycle of research and development in big data - business understanding, data understanding, data preparation (data quality), modelling, evaluation (feeding into business understanding), deployment
10. **Governance** including privacy, integrity and usability
11. **Trade-offs and optimisation**
12. **Algorithms** developed
13. **Models and visualisations** (and which two data sets used)
14. **Project processes**, communication structures, risk and issue management, plans and how these were adapted and how far your team progressed.
15. **Prototypes** and testing, improvements from feedback from stakeholders
16. **Analysis** of your research methods, metrics and what your team delivered
17. **Evaluation** of processes, product and associated KPIs, costs for implementation
18. **Benefits realisation**, success criteria met, estimated ROI. What the team learnt (initial skills assessment and skills gained), contribution to sustainability (UCL grand challenge aims).
19. **Conclusions** and further research development projects
20. **Acknowledgements**
21. **References** (or bibliography)
22. **Appendix/appendices** example interview questionnaire (or questions and insight gained at meetings with stakeholders) including **peer review**