Solent University

Faculty of Business, Law and Digital Technologies

Name of your degree/course

Academic year of submission

Your name

“The title of your report”

Progress Report

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Tutor: Name

Date of submission: Month Year

Table of Contents

[1. Introduction 3](#_Toc63075554)

[1.1 Sub Section 3](#_Toc63075555)

[2. Project Evaluation (Methods) 4](#_Toc63075556)

[3. Project Progress 5](#_Toc63075557)

[3.1 Sub Section 5](#_Toc63075558)

[4. Project Management 6](#_Toc63075559)

[4.1 Sub Section 6](#_Toc63075560)

[5. What next? 7](#_Toc63075561)

[5.1 Sub Section 7](#_Toc63075562)

[Reference list 8](#_Toc63075563)

[Bibliography 9](#_Toc63075564)

[Appendix A – Draft Literature Survey A](#_Toc63075565)

[Appendix B: Title B](#_Toc63075566)

NOTE: This contents page has been automatically generated from headings formatted in the main document. Use Heading 1 for the title of new sections, Heading 2 for the title of new sub-sections and so on throughout the document. Once you have added your content, click on the contents table below and select ‘update table’ to see changes. There is no need to edit the list directly.

The tables and figures list on the next page has been automatically generated in the same manner. Each time you add a new item in the main document, go to the ‘references’ menu and select ‘insert caption’ to create the title of the table or figure. Then update the tables and figures list for the new items to appear.

List of Figures  
  
Figure 1: 2014 Logo Trends

GARDNER, 2014. 2014 Logo Trends [viewed 15 November 2014]. Available

from: https://www.logolounge.com/article/2014logotrends#.VJRtAA5xIw

Figure 2: Graph of Network testing March 2018

NOTE: ‘Figures’ refers to all charts, graphs, photographs, drawings and other illustrations. Number everything in the sequence it appears in the text

These can be two separate lists for your tables & Figures (charts, Graphs, photos, diagrams etc.) or just one list called Figures depending on the amount of table you have.

These should be structured with the figure number, the figure title, description and then the Harvard reference source. If the figure was created by you, there is no need to include the Harvard source, only the figure number and the figure title/description

# 1. Introduction

Background & context of project/problem/research question

1.1 Sub Section

Breakdown reporting into subsections

# 2. Project Evaluation (Methods)

How will you evaluate your project?   
This section should cover how will drive and evaluate your project your project including a strategy for gathering literature sources/documentation, data, feedback plus testing and validation etc. and how you intend to evaluate, organise and analysis all collected information.  
  
2.1 Sub Section

Breakdown reporting into subsections

# 3. Project Progress

What progress have you made on your project?:   
What has been done so far to prove the viability of your project moving forward. Results and discussion of any initial surveys, audits etc, assessment and discussion of appropriate guidelines, legal and ethical issues, evaluation of techniques, tools, frameworks, platforms, software etc, documentation of experimentation of technical/design processes and test results.

3.1 Sub Section

Breakdown reporting into subsections

4. Project Management

How will you manage your project? – a discussion for the final stage including:

Assessment & discussion of risks/contingency planning. Selection and timing including appropriate project milestones (400 hours of total work)

4.1 Sub Section

Breakdown reporting into subsections

# 5. What next?

What next? - Based on your project progress, this section will clearly outline the approach you will take in the implementation of your project.

5.1 Sub Section

# Reference list

ARMBRECHT, J. and T.D. ANDERSSON, 2017. Event impact. Abingdon: Routledge   
  
BBC, 2017. Huge Spain unity rally held in Barcelona 2017. [viewed Oct 8, 2017]. Available from: http://www.bbc.co.uk/news/world-europe-41544849   
  
BASSOT, B., 2016. The reflective journal. 2nd ed. London: Palgrave BECKER, L.M. and J. VAN EMDEN, 2016. Presentation skills for students. 3rd ed. London: Palgrave   
  
WEINSTEIN, E., 2017. Adolescents’ differential responses to social media browsing: Exploring causes and consequences for intervention. Computers in Human Behaviour, 76 (Supplement C), 396-405  
<https://doi.org/10.1016/j.chb.2017.07.038>

And so on. These should all be in alphabetical order, so they are easy for the reader to find and single line spaced

Note: A ‘Reference List’ is a list of citations for all sources you have referred to in the body of your dissertation.

Use the Digital Object Identifier (DOI) link for the papers and journals in your lists so your supervisor/marker can easily locate and check them:  
  
WEINSTEIN, E., 2017. Adolescents’ differential responses to social media browsing: Exploring causes and consequences for intervention. Computers in Human Behaviour, 76 (Supplement C), 396-405 <https://doi.org/10.1016/j.chb.2017.07.038>

# Bibliography

A ‘Bibliography’ is a list of all sources you have used in preparing your dissertation, whether you have referred to them in the paper or not.

Check whether your School requires you to include a reference list or a bibliography (in some cases they may want to see both, if so, put them on separate pages).

Make sure your list is given in Alphabetical order of the Author’s surnames, or the Name of the company or institution providing the website if no author is given.

For more information, visit the tutorial on succeed@solent: <https://learn.solent.ac.uk/succeed/referencing>

# Appendix A – Draft Literature Survey

1500-word draft literature survey with its on self-contained reference list of quality/peer-reviewed sources. This is to get feedback only and is not be graded and so is not in the word count

Reference list  
  
Remember to add a self-contained reference list within Appendix A linking to your citation (Author Date) in your literature survey

# Appendix B: Title

Plus, a separate appendix items containing any supporting evidence linked to your reporting.

An appendix is for anything you feel is useful for your reader to see, but which isn’t essential for understanding your dissertation. It is optional.

|  |  |
| --- | --- |
| Column heading 1 | Column heading 2 |
| Write table text here. | Write table text here. |

Note: An appendix normally includes research related material that does not fit easily or suitably in the body of the report. Start each appendix on a new page

Notice that the sequence of your appendices is given using letters ‘Appendix A’, ‘Appendix B’, etc.

Also, the numbering of the pages in your appendix is done at the bottom of the page as ‘A-1, A-2’/ ‘B-1, B-2’ etc.

To get this separate numbering, you need to insert a continuous break at the heading of the appendix, this will start the numbering again. Then click into the footer and uncheck the box which says ‘same as previous’. You should then be able to change the letter next to the number (e.g. ‘A-1’ changed to ‘B-1’)to match the letter of your Appendix.

In-text citation (link) to an Appendix should look like this: (Appendix A)

Use a footnote reference system Foo Bar1