**IT&C 350-001: Database Principles + Applictn**

Milestone 6: Final Report (with all updates)

Due: Apr 18, 2023 at 11:59pm

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| **Details** | Rationale  The purpose of the final report is to improve your technical writing skills, which are essential to success in your career.  Related Course Learning Outcomes   * Define and apply the concepts and terminology of Information Management. * Improve technical writing, particularly documentation.   Procedures  The final report should include all of the sections from your prior group assignments and be based on the Final Report Template you have been using. The content should be mostly finished since you have been updating it throughout the semester. For this assignment, you will focus on improving the written quality of your work. It should be the genre of a professional documentation write-up. Act as if this is a real paper documenting what you have done so that others could pick it up and take over the project if needed. It should include a cover page, and table of contents, and then use sub-headings as appropriate for the various sections and subsections. Make sure it is up-to-date and reflects what was accomplished. If you have things you were unable to implement, then put them down as "next steps" for implementation. Make sure your database schemas match up with what was implemented.  Below are some tips on writing based on years of grading student technical writing. You will be graded based on these:   1. All figures and images need to be labeled and captioned. When referring to them in your writing, use the label (e.g., “Figure 1” or “UML 2”). The caption should briefly inform the reader of what the image is. 2. Do not refer to your work as a “Lab Write-up,” or as a lab in general. Give your work/project a name, and use that. Write this as though you were writing documentation for a professional situation, not a class. 3. Do not write in the first person. I.e., do not use the pronouns *I* or *we*, or any of their corresponding constituents: *me, my, our, us.*This is not a narrative document. Your purpose is not to tell your story of how you did the lab; your purpose is to describe and explain the work itself. For example, don’t say “I installed the server but it didn’t work so I had to fix the network parameters.”; Instead say “The network parameters in the init.d file are set to “open” so the server installation process can succeed.” The more you avoid narration, the easier it will be to also avoid writing in the first person. 4. Use headings for your sections. It seems obvious, but make sure the headings are the visually distinct – large font, bold text. Headings are like chapter titles in a book; they tell your reader where he/she is in the document. Use sub-headers as appropriate. 5. I know Microsoft Word can be a huge annoyance when it comes to formatting, but do your best to keep the document visually organized and tidy. When it comes to formal writing, presentation is just as important as the document’s content. 6. Be clear and accurate    * Avoid vague terms like “it” when stating what “it” is would be clearer; be specific and detailed.    * Make sure to introduce terminology that may not be obvious to your audience.    * Make sure your statements are not ambiguous (e.g., “clicking on the ASP.NET ‘submit’ calls the C# ImageFilter function, which applies the filter chosen by…” is less vague and potentially ambiguous than “clicking the button runs the filter”).    * Make sure your statements are accurate (e.g., does the code or the database check for the business rule?)  * Use correct style, grammar, and spelling   + Avoid grammatical and spelling errors (e.g., changing tenses within a section; plural/singular agreement problems such as “the [singular]*user* did this, and then [the plural] *they* did that”)   + Code snippets should be in a different font than the explanatory text. Use a monospace font (e.g., Courier New) that clearly differentiates between otherwise hard-to-distinguish letters: l, 1, I, (l, 1, I). |