PROJECT FINAL REPORT FORMAT

Please note the following:

Format

1. **Spacing:**
   The standard margins should be used for each page (1 inch for top and bottom, 1.5 inch on the left and 1 inch on the right). Use the 12-point type.

2. **Justification**
   The body of the paper should be either left-justified of fully-justified. The section headings should be on separate lines, with one line above and below each heading. The sub-section headings should be left-justified, with one line above each sub-section heading.

3. **Font size**
   The acceptable font size for the body is 12 points. Section headings should be 14-points, bold-faced, in the same font as the body of the paper. Sub-section headings should be 12-points, bold-faced, in the same font as the body of the paper. Use the **Times New Roman** font type.

4. The report should be printed on one side of the page, double-spaced (Line spacing).

5. Your report must be complete when you submit it for acceptance. Pay particular attention to include:
   Title page
   Supervisor approval page
   Contents page
   Abstract page
   Text
   Bibliography

3) Number each sheet consecutively at the bottom right of the page.

4) Headings: Chapter titles start on a new page. Chapter numerals should be Arabic, not Roman numerals. Type the chapter number and title in upper and lower case, flush left, at the top of the report page; leave an extra space and then begin the text. Since you will have several levels of subheadings, distinguish one level from another in a consistent way, such as (1, 1.1, 1.2, 2, 2.1, 2.1.1, 2.1.2, 2.2). Avoid having more than three levels of subheadings.

5) Abstract: A brief abstract should be included before the beginning of the text.

6) Footnotes should be used sparingly and should be placed at the bottom of the page in which they are referenced.

7) All tables and figures should be centered in the column on the paper. Table captions should be centered above the table. All figure captions must appear centered under the figure.

8) **YOU MUST HAVE THE SIGNATURE OF YOUR SUPERVISOR ON THE SUPERVISOR ACCEPTANCE/APPROVAL PAGE.**

1 Report Outline

Note: Section numbers as shown are mandatory; font, indentation and main section titles in **bold** are merely for clarity here and are optional.

i Title Page
ii Declaration
iii Acceptance/Approval Page
iv Dedication
v Abstract
vi Key Words and Phrases
vii Table of Contents

1. Introduction and Background
- 1.1 Statement of Problem Area (brief, non-technical)
- 1.2 Background
- 1.3 Brief Project Description (overview of new, extended or different functions, structure or operation)
- 1.4 Purpose/Objectives/justification of Project (theoretical, practical, or educational impacts on hardware, software, or users)

2. Literature Review

2.1 Discuss Previous and Current Work on the subject area, Methods and Procedures (representative) applied. Properly reference and cite your sources – APA format. This section should be at least 6 pages.

3. System Functional Specification
- 3.1 Functions Performed (itemize and describe)
- 3.2 User Interface Design
  (Include User Input Preview and User Output Preview)
- 3.3 System Data Base/File Structure Preview
- 3.4 External and Internal Limitations and Restrictions
- 3.5 User Interface Specification
  - 3.6.1 User Screens/Dialog
  - 3.6.2 Report Formats/Sample Data
  - 3.6.3 On-line Help Material (if applicable)
  - 3.6.4 Error Conditions and System Messages
  - 3.6.6 Control Functions

4. System Performance Requirements
- 4.1 Efficiency (speed, size, peripheral device usage)
- 4.2 Reliability

4.2.1 Description of Reliability Measures (accuracy, precision, consistency, reproducibility, etc.)
4.2.2 Error/Failure Detection and Recovery (failure modes, failure consequences, error logging and reporting, manual and automatic recovery procedures)
4.2.3 Allowable/Acceptable Error/Failure Rate

4.3 Security
4.3.1 Hardware Security
4.3.2 Software Security
4.3.3 Data Security
4.3.4 Execution Security (user validation)

4.4 Maintainability
4.5 Modifiability
4.6 Portability

5. System Design Overview

5.1 System Data Flow Diagrams
5.2 System Architecture and Structure
5.3 System Data Dictionary
5.4 Description of System Operation (high level)
5.5 Equipment Configuration (diagram and description)
5.6 Implementation Languages (which and why)
5.7 Required Support Software (pre-existing)

6. System Data Structure Specifications

6.1 User Input Specification
6.1.1 Identification of Input Data
6.1.2 Source of Input Data (NOT input device)
6.1.3 Input Medium and/or Device
6.1.4 Data Format/Syntax

6.2 User Output Specification
6.2.1 Identification of Output Data
6.2.2 Output Medium and/or Device
6.2.3 Output Format/Syntax
6.2.4 Output Interpretation (meaning of output)

6.3 System Data Base/File Structure Specification
- 6.3.1 Identification of Data Base/Files
- 6.3.2 (Sub)systems Accessing the Data Base (creating, updating, using; frequency)
- 6.3.3 Logical File Structure (record formats, file organization, access methods, rationale)
- 6.3.4 Physical File Structure (storage device, organization, access, etc.)
- 6.3.5 Data Base Management Subsystems Used (internal or external)

7. **Module Design specifications (at least 5 modules)**

7.1 {Provide *Module Name Here*}

7.1.1 Module Functional specification
- Functions Performed
- Module Interface Specifications (input/output arguments/global variables/files)
- Module Limitations and Restrictions

7.1.2 Module operational Specification
- Locally Declared Data Specifications (variable dictionary)
- Algorithm Specification (flowchart, pseudocode, decision table, etc)
- Description of Module Operation

8. System Verification

8.1 Items/Functions to be Tested
8.2 Description of Test Cases
8.3 Justification of Test Cases
8.4 Test Run Procedures and Results
8.5 Discussion of Test Results

9. Conclusions

9.1 Summary
9.2 Problems Encountered and Solved
9.3 Suggestions for Better Approaches Problem /Future Extensions to Project

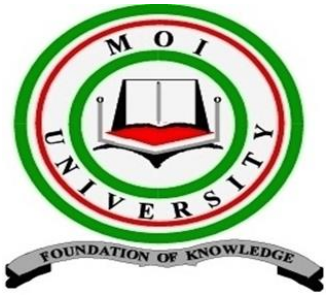
10. Bibliography

USE APA FORMAT

11. Appendices

12. Program Listings (*place the code for the modules described in chapter 7 here*)

13. User Manual



Sacco Management System

Submitted to the
Department of Statistics and Computer Science
Moi University

in Partial Fulfillment of
the Requirements for the Degree of
Bachelor of Science in Computer Science

by

Reg. No1 *Name1*
Reg. No2 *Name2*
Reg. No3 *Name3*
Reg. No3 *Name4*

Date

Declaration

We declare that this report is our original work and has not been presented for a degree award in any other university. No part of this work may be reproduced without prior written permission of the authors and/or Moi University.

Reg. No1	*Name1*	*Signature……*	*Date……*
Reg. No2	*Name2*	*Signature……*	*Date……*
Reg. No3	*Name3*	*Signature…….*	*Date……*
Reg. No3	*Name4*	*Signature…….*	*Date…….*

4.2 Approval page

Supervisor's Declaration
This project has been submitted for review with my approval as the University Supervisor.

Signature……Date ……

Name:. …….

DEPARTMENT OF STATISTICS AND COMPUTER SCIENCE

MOI UNIVERSITY