

# ICT 2212 Skills Development Project

## Final Project Report Guidelines

### General

	<b>Comment</b>
Title	The project title should be short and descriptive.
First two pages including cover page	Use the attached format.
Table of Contents	Please include a table of contents listing the contents of your submission as well as the attachments that you wish to be considered.
List of Figures	Figures as appearance in the document
List of Tables	Tables as appearance in the document
Appendix	You can attach any supporting document under appendix at the end of the document.
References	All factual material that is not original with you must be accompanied by a reference to its source.  Please use IEEE guideline on reference and citation style.

### Chapter 1 – Introduction

	<b>Comment</b>
1. Introduction	Background or introduction section provides a description of the basic facts and importance of the project.
2. Problem Statement	Problem statement provides a clear and concise description of the issues that need to be addressed.  What is the specific problem you have addressed?  Describe the need for the project.  Explain why the project is being proposed.
3. Aim	Aim consists of not more than one sentence which explains the overall purpose of the proposed project.
4. Objectives	Objectives need to be stated in measurable terms and be specific and consistent with the statement of need and the purpose of the proposed project.  Objectives should be formulated as a clear statement of what is expected to be achieved through project implementation.  What are the benefits that will be generated if the identified problem is answered?

5. Significance of the project	What are the features that make your project unique.
6. Project Work Plan	The Project Work Plan section describes how the project was managed, including a detailed timetable with milestones.  A Gantt chart should be provided.
7. Assumptions and Limitations	List if there were any assumption you made.  What were the limitations you had to concern.

## Chapter 2 – Approach

	<b>Comment</b>
1. Scope	List of specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs.
2. Organization	Organization that you have selected and where this project will actually implement.
3. Project type	Describe the type of the selected project and why you decided that type. Examples: Desktop application, Web-based application, Mobile application, Cloud based application etc.
4. End users of the project	Identified end user and their literacy
5. Feasibility study	Technical feasibility Operational feasibility Organizational feasibility
6. Rich picture	Rich picture of the proposed system

## Chapter 3 – Analysis

	<b>Comments</b>
1. Data Gathering	Fact gathering techniques used  Obstacles faces by data gathering process  Remedies for Obstacles
2. Analysis of the gathered data	
3. Extant system	Process of the current system Problems and limitations of the extant system
4. Requirement Specification	Functional requirements  Nonfunctional requirements

## Chapter 4: Design

	Comments
1. System Model	Use case diagram Class diagram Activity diagrams Sequence diagrams
2. System Architecture	Presentation Layer Application Layer Database Layer
3. Database Design	Entity relationship diagram Schema diagram
4. Interface Design	Considerations when designing interfaces Used tools Screen shots of the interfaces

## Chapter 5: Development

	Comments
1. Solution	Hardware/ Software
2. Technology adopted	Hardware equipments Software tools Frameworks Integrated Development Environment (IDE)

## Chapter 6: Testing and evaluation

	Comments
1. Testing plan	
2. Testing	Unit testing Integrated testing System testing Acceptance testing
3. Test results and conclusion of testing	

## Chapter 7: Conclusion

1. Conclusions of the project	
2. Lessons learned and skills earned	
3. Recommendations for improvements	

## Chapter 8: References and Appendixes

## Report Formatting Guidelines

1. Heading 1 (Font: Times New Roman, Font Size: 16, Bold)
2. Heading 2 (Font: Times New Roman, Font Size: 14, Bold)
3. Heading 3 (Font: Times New Roman, Font Size: 12, Bold)
4. Paragraph (Font: Times New Roman, Font Size: 12)
5. Numbering (1. 2. 3. ...)
6. Multilevel Numbering (1. 1.1. 1.1.1 only up to third level)
7. Each diagram should be numbered and titled
8. Diagram Title (Font: Times New Roman, Font Size: 10, Bottom of the diagram)
9. Each table should be numbered and titled
10. Table Title (Font: Times New Roman, Font Size: 10, Top of the table)
11. Margin (Top: 1 in, Bottom: 1 in, Left: 1 in, Right: 1 in)
12. Page Layout (Size: A4, Orientation: Portrait)
13. Document should be prepared using a word processor (.docx or .doc format)
14. Page Numbering (Position: Bottom Middle, format: **page 1 of 6**, Starting from Introduction section)
15. Page Numbering (Position: Bottom Middle, format: **i ii iii**, up to Chapter 01 - Introduction section without the first page)

## Report Submission Guidelines

1. All the groups should send the report to relevant project mentor for reviewing before **6<sup>th</sup> March 2023**.
2. Leader of each group should submit the finalized report approved by the mentor with e-signature in **pdf** format to the google classroom on or before **15<sup>th</sup> March 2023**.  
**Rename your file with Group number and group name.**  
**(Example: Group 01 - ABCDE)**