



# Project Report Template

<Project Name>

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## 1. Definition of the Problem

Create <problem definition> for the Website that is to be developed.

You should record your problem definition in the document '**Problem Definition Document SWD/Form No. 1**' given in the Documentation Section of this Project Template.

## 2. Requirement Analysis

This phase consists of following:

- **List of inputs to the system**
- **List of outputs expected from the system**
- **Overview of processes involved in the system**
- **Hardware and software required for implementing the project**
- **Customer's acceptance criteria for the project**

You should record customer acceptance in the document '**Customer Acceptance Criteria (CRS) SWD/Form No. 2A**' and '**SWD/Form No. 2B**' given in the Documentation Section of this Project Template.

You must create a '**Project Plan**' and fill your **Project Plan** details in the document '**SWD/Form No. 3**' given in the Documentation Section of this Project Guide.

## 3. Design Phase

Design phase involves the preparation of the blueprint of the proposed system.

- **Designing the GUI Standards**

Multiple Web pages may be created for implementing the project and linked to each other. Each of these Web pages or forms should have a consistent look with respect to appearance and theme used. The font styles, color of the labels, design and appearance of the command buttons, the appearance of header and footer, and the design and size of controls, such as check boxes or text boxes should be consistent through all the pages.



You should record the GUI standards in the '**GUI Standard Document SWD/Form No. 4**' given in the Documentation Section of this Project Guide. Also, you should record the '**Interface Design Document SWD/Form No. 5 and 6**' given in the Documentation Section of this Project Template.

➤ **Assigning and Monitoring Tasks**

You are expected to fill the Task sheet as shown in the document '**SWD/Form No. 7**' given in the Documentation Section of this Project Template.

You should fill the final checklist in the document '**SWD/Form No. 8**' given in the Documentation Section of this Project Template.

## 4. Architecture of Website

Figure 1.1 displays the application architecture.

**Figure 1.1: Application Architecture**

**SiteMap**

**Figure 1.2: SiteMap**

## 5. Evaluation/Testing

This is the most crucial phase where each unit is tested for its functionality. Test data is used to check if the module is able to process it without causing any errors. Test data may be live data extracted from existing records in the system or dummy data. Then, the individual tested modules are integrated and tested as a whole through its various paths. During this phase, the Project leader reviews the developed system against each of the Customer Requirement Specifications and thus, ensures that the developed system is able to resolve the Problem Definition completely.

After finishing the project, give it to your peers for testing the entire project. The project should be verified for the data entered by the customer in the various forms. The findings can be records in the document '**SWD/Form No. 8**'.

## 6. Project Tracking and Monitoring Activities

Conduct a review to understand the project status and record the findings of the **Project Review** in the document '**SWD/Form No. 9**', given in the Documentation Section of this Project Template.

## 7. Documentation Section

➤ Various forms required in the project

<b>Design Plan:</b>	<b>Document Name:</b> <b>Problem Definition Document</b>	<b>SWD/Form No. 1</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

*Problem definition –*

	<b>Prepared By (Student)</b>
<b>Date</b>	

<b>Design Plan:</b>	<b>Document Name: Customer Acceptance Criteria (CRS)</b>	<b>SWD/Form No. 2A</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

Client/Project Undertaken: \_\_\_\_\_

**1. List of inputs to the system**

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**2. List of outputs expected from the system**

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**3. Overview of Processes involved in the system**

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**4. Hardware and Software required for implementing the project**

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	<b>Prepared By (Student)</b>
<b>Date</b>	



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**Project Report Template**

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<b>Design Plan:</b>	<b>Document Name:</b> <b>CRS</b>	<b>SWD/Form No. 2B</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

<b>S.No.</b>	<b>Customer's Acceptance Criteria</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

	<b>Prepared By (Student)</b>	
<b>Date</b>		



<b>Design Plan:</b>	<b>Document Name: Project Plan</b>	<b>SWD/Form No. 3</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

## Project Plan

### 1. Project Details

- **Name of the Client:** \_\_\_\_\_
- **Date of the Project Plan:**  
\_\_\_\_\_
- **Project Vision/Objectives:**  
(Define the project vision/objectives as stated by the client)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Scope:**  
(Mention the scope of the project giving the location that will be covered, processed, range of services, and so on)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Our understanding of the client organization**  
(Give the range of services, functions, overview of processes, and so on)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Project Organization with Responsibilities and Authorities**  
(Give the name of Project team members their roles and responsibilities)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Project Initiation/Requirement Documents**

(Information required from the client as inputs regarding his/her system; could be the information about the services, processes, and so on)

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**3. Deliverables**

(The documents to be handed over to the client – such as CRS, Design Document, Installation Manual, User Manual, Maintenance Manual, and Code of documents)

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**4. Project Dependencies**

(Any event or task outside the scope of the project which will affect the success of the project)

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**5. Major Project Milestones**

(Generating CRS and Building a Prototype)

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**6. Quality Plan**

- **Review Activities** (Review meeting participants, frequency and so on)

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- **Testing Activities** (Final Test)

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- **Backup and Recovery Strategies** (In case of disk crash, network failures, and so on)

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	<b>Prepared By (Student)</b>	
<b>Date</b>		



<b>Design Plan:</b>	<b>Document Name: GUI Standard Document</b>	<b>SWD/Form No. 4</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

### Document Design

Property	Value
Document Theme and Color Scheme	
Form-Background Color	
Title-Font Size	
Title-Font Color	
Title-Font Style	
Title-Alignment	
Background color of Controls on the form	
Foreground color of Controls on the form	
Control Caption-  Font Size	
Control Caption- Font Color	
Control Caption- Font Style	
Control caption and controls-Alignment	
Command button-Alignment	

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<b>Date</b>		

<b>Design Plan:</b>	<b>Document Name: Interface Design Document</b>	<b>SWD/Form No. 5</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

**1. List of forms to be created**

<b>Page/Form Name</b>	<b>Description</b>	<b>Controls on the Page/Form</b>

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<b>Date</b>		

<b>Design Plan:</b>	<b>Document Name: Interface Design Document</b>	<b>SWD/Form No. 6</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

**1. Process/Module Name**

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**2. Process/Module Description and Details**

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	<b>Prepared By (Student)</b>	
<b>Date</b>		



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**Project Report Template**

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<b>Design Plan:</b>	<b>Document Name: Task Sheet</b>	<b>SWD/Form No. 7</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

<b>Date:</b>	<b>Project Plan/ Milestone</b>	<b>Work Specification</b>	<b>Status of the Activity</b>	<b>Remarks</b>	<b>Responsibility</b>

	<b>Prepared By (Student)</b>	
<b>Date</b>		

## **Final Check List**

<b>Design Plan:</b>	<b>Document Name: Final Check List</b>	<b>SWD/Form No. 8</b>
<b>Effective Date:</b>	<b>Version: 1</b>	<b>Page No.</b>

<b>S.No</b>	<b>Aspect Tested</b>	<b>Suggestion/Remarks</b>
1.	Have all the modules been properly integrated and are they completely functional?	
2.	Does each unit meet its objective and purpose? Are all the validations happening properly?	
4.	Is the GUI design consistent all over?	
5.	Are the codes working as per specification?	
6.	Does the application's functionality resolve the client problem, and satisfy his/her needs completely?	
7.	Have the hardware and software been correctly chosen?	
8.	Additional features and utilities that give value addition to the entire project.	

	<b>Prepared By (Student)</b>	
<b>Date</b>		

## **8. Source Code**

## **9. User Guide**

**A. System Requirements:**

**B. Host the Site:**