**IMAT3451 Project Contract Template**

**Student Name**

**P-number**

**Programme**

**Email address**

**Project Title**

**Project Proposer**

The name, affiliation and contact details of the project proposer; ‘Self’ if it was proposed by you.

e.g. A. Proposer, Placement Corporation, 011111111, proposer@pcorp.com

or M.Y. Lecturer, Department of Computer Technology, myl@dmu.ac.uk

**Supervisor**

The name, affiliation and contact details of the supervisor, if different from proposer.

**Introduction**

A brief but concise statement of the nature of the project.

**Project Background**

A brief description (a paragraph of 100-200 words) providing the project background/context. e.g. is it based on a business need? a technical need? does it arise from the interests of a particular person/company?

**Aim/Objectives/Deliverables**

This is the heart of the Contract, and will require discussion with your supervisor and possibly several iterations to get it right. It is against the objectives and proposed deliverables that the final product will be assessed. So it is important to ensure that all aspects of the assessment criteria (see Blackboard) are included in the list of objectives/deliverables.

**Aims**: a statement of the overall aims of the project (in one or two sentences).

**Objectives**: a list of specific, measurable objectives, each of which is likely to result in a deliverable. They specify all the work tasks to be undertaken to meet the stated aim. They will vary from project to project, as every project is different, but some examples are provided below.

All projects will need to review and report on the literature in a chosen area.

Software Development projects might include such general objectives as:

* To investigate system requirements and produce a Requirements Specification.
* To research and write a report on good practice in HCI design.
* To design an interface using the findings from the HCI report.
* To design and execute a suitable test plan.

Or they might be more specific, e.g.:

* To review and report on how mathematical simulation techniques could be applied to a

traffic simulator.

Research projects might include such objectives as:

* To conduct a literature search into e-learning, resulting in a literature review of the topic and a definition for the purposes of the project.
* To investigate and report on research approaches and methods.
* To select and justify an appropriate research design for the project.
* To describe any research hypotheses for the project.
* To undertake empirical work in accordance with the research design.

**Deliverables:** a list of your Project’s deliverables with some general description. **Please list in your contract only those that apply and remove everything else.**

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| --- | --- | --- | --- |
|  | **Research Projects** | **Development Projects** | **Hybrid Projects** |
| **Final Submission**  These are some examples: each project will need a complete set of objectives/deliverables  Week 27 | * Project contract * Ethics form * Project Plan (e.g., Gantt Chart) * Global Checklist * Research Questions * literature Review * Report on the field study * Findings and analysis * Conclusions etc. * Reference list * Appendices (surveys, interviews evidence etc) * Maximum word count (main body): 15.000 | * Project contract * Ethics form * Project Plan (e.g., Gantt Chart) * Global Checklist * Literature Review * Requirements * Use Case Diagrams/Use Case Descriptions/Class diagrams/ER model/State transition diagrams * Story boards/Interface Designs * Design Documentation * Test Plan * Prototype * critical evaluation * Software * Appendices (e.g. further design documentation, test logs) * Maximum word count (main body): 10.000 | * Project contract * Ethics form * Project Plan (e.g., Gantt Chart) * Global Checklist * Literature Review * Requirements * Use Case Diagrams/Use Case Descriptions/Class diagrams/ER model/State transition diagrams * Story boards/Interface Designs * Design Documentation * Test Plan * Prototype * critical evaluation * Software * Appendices (e.g. further design documentation, test logs, surveys, interviews evidence) * Maximum word count (main body): 12.500 |
| **Viva examination:** attended by the supervisor and the 2nd marker  Weeks 31-33 | * Oral examination (presentation of your work) | * Oral examination (demo of your work) | * Oral examination (presentation and demo of your work |

Students on a BCS accredited course should consult the BCS checklist before completing their project contract, as it includes eight conditions that the project contract should fulfil, such as

* The contract contains an elucidation of the problem, the objectives of the project, and a risk analysis
* The contract states that the final report will contain a clear description of the stages of the life cycle undertaken
* The contract states that the final report will contain a description of how verification and validation were applied

Most of these requirements also make sense for other students’ project contracts.”

**Resources and Constraints**

A list of any specific resources that the project requires; for example, hardware and software; access to people or organisations.

A list of any known constraints, for example availability of certain resources.

**Sources of Information**

A list of sources you intend to use. These could include:

* Specific books/journals if you already know of them;
* Library/Internet;
* Organisations or individuals you intend to contact.

**Risk Analysis**

What could endanger your project, what will you do if it happens.

**Schedule of Activities**

Having defined the tasks to be undertaken in the list of objectives, you need to prepare a Project Plan to show how you intend to carry them out: You may find it helpful to draw up a critical path diagram before drawing a Gantt chart.

**Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposer** (if other from the student and/or the supervisor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Keep the signed copy somewhere safe: include it with your initial submission. Your supervisor will require a copy as well.