Project Group 05

Final Report

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# 1. Introduction

## Purpose of this document

The purpose of this Document is to display all of the content from Software Engineering Group 05.

## Scope

This Document includes Documents specifically for the Final Report. It also includes an end of project report that states how much has been completed and how the team has performed over the project as a whole.

This Document should be read after familiarization of …

## Objectives

# 2. Extra Documents

## 2.1. End of Project Report

// should state clearly how much has been accomplished. It should be written as if one person has done it and not as separate accounts from each team member.

### 2.1.1. Management Summary

// this should sum up in one page what the project achieved (what parts of the program work and what parts do not; which documents are in a good state and which are not), what difficulties stood in the way of project completion and how they were overcome, and how well the team performed.

### 2.1.2. Historical account

// this should outline the main events over the lifetime of the project, and how the project team acted to produce a plan and to deliver a product within a constrained lifetime. This should take no more than two pages of A4.

### 2.1.3. Final State of Project

// this should give a summary of which parts of the project are perceived as correct and which are not. It is as well to be as accurate as possible here - more marks will be deducted for problems that are not declared but are detected by the markers than for problems that are declared in the final report. As well as missing or erroneous features in the software, known problems with documents should be included here.

### 2.1.4. Performance of Each Team Member

// the project leader should write a half page description of the duties and performance of each group member, including the group leaders themselves. This should be agreed with the group member if possible, and it should state whether agreement was reached, and if not, should give an explanation why not.

### 2.1.5. Critical Evaluation of Team and the Project

// this should be no more than a page in length and should address the following subjects: 1. How did the team perform as a whole, and how could that have been improved?

2. How could the project have been improved?

3. What were the most important lessons learned about software projects and about working in teams?

## 2.2. Appendices

### 2.2.1. Project Test Report

// Number of test plans that have been listed plus failed tests, with explanation. Report should have a header page without purpose/scope/objectives, with the body as a test table, with results and explanations where necessary.

### 2.2.2. Project Maintenance Manual

// A checklist for the structure of the maintenance manual (SE.QA.11)

### 2.2.3. Personal Reflective Report

// In addition to deliverables, each person much submit a personal report. Can include issues that they had, or issues with the group. 1-2 pages long.

### 2.2.4. Revised Project Plan and Design

// Project plans and detailed design docs updated.

# References

# Document Change History

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| Version | CCF No. | Date | Changes made to the Document | Changed by |
| 1.0 | N/A | 29/01/14 | N/A – first Draft | bmo |