The final Project Report presents an overview of your entire project and contains essential project documentation. It must be presented in a professional manner and must include the following sections:

- **Summary** (a mini report containing an overview of EVERYTHING in your project) (can be called Synopsis)
- **Table of Contents**
- **List of Figures, Diagrams etc**
- **Introduction to entire project** (you have written this already for your earlier documentation— but it may need more detail?)
- **Project ‘body’** (divided into required sections – Design Processes, Project Management, Evaluation - see below)
- **Conclusion**
- **Bibliography and/or List of References**
- **Appendices** – see below

The first part of the report document (before the appendices) should be able to stand alone. It describes your project and the way you have solved your software engineering problem. It should be self explanatory and although it will refer to, and probably describe the documentation in the appendices it is not reliant on the appendices to provide an understanding of the project.

The **Introduction** is section 1 and includes the nature of your problem (your aim, the current situation, where the new system will fit in, why the new system is being sought, who will benefit and why, and how the new system will function etc.). You can recycle and update this from earlier introductions you have written. This will include your problem definition and project description.

The ‘body’ section of the report begins at the number 2 and will be divided into major, sub and minor headings (with appropriate numbering and headings as you choose) and should be about 2000 words in length. In this section you must cover all the **Design Processes** and what you did (in words, sentences and paragraphs.) Describe your requirements analysis, design, test planning and implementation. Also refer readers to the appendices for more details but give all the essential background information here. Next include a section (which will be 3) about **Project Management**. An analysis of the time spent on various activities related to the project- and in which phase activities were undertaken- must be presented and described in words. Detail who actually did what. A Gantt Chart and/or tables as well as a description (in sentences and paragraphs) are required. Finally, in the concluding section of the ‘body’, you must present an actual **evaluation** of the worth and benefit of your project. Consider problems encountered and how they were overcome, the strength and limitations of your product, future improvements and lessons learned during the process of completing this project. (Each of these aspects could be given a separate sub-heading) To finish the report add a brief **conclusion** that sums up your entire project.

The **bibliography** and updated **design appendices** must be attached, in line with requirements, and then the report will be complete. These include the Problem Statement, Software Requirements, Design Document, User Documentation, Log Book etc. As these are working documents, used in the production of your project, they may have been amended as your project developed, so include the updated ones.

**Due Date:** 5 or 6 November – at Conference.