THE INSTITUTE OF FINANCE MANAGEMENT

FACULTY OF COMPUTING, INFORMATION SYSTEMS AND MATHEMATICS (FCIM)
PROJECT REPORT GUIDELINE

All students within the Faculty of Computing Information Systems and Mathematics (FCIM) doing Fieldwork are required to write and hand in a report. For those who did not get field placements and therefore did a project should follow the following report structure and formatting requirements:

Title page

The title page should indicate the Institute and its logo, The Faculty, Department, Programme and year of study, Student Name, Student ID. Report title (that is, **Project Report on....).**

Table of contents

The description of each section is provided below:

1. Introduction (10 marks)

In this section you should describe problem statement/specification and project objectives. Provide the motivation for reading this report. Introduce the structure of report (what you will cover in which chapters).

You should provide enough background to the reader for them to understand what the project is all about.

2. Methodology (10 marks)

Describe the process you went through in performing your project work as the results you finally produced. So, make sure your reports concentrate on why you made the particular choices and decisions that you did. Provide reasoned arguments and critical assessment of existing methodologies to justify your choice of a particular methodology.

3. Analysis and Design (20 marks)

If your project involves designing a system, give a good high-level overview of your system analysis and design. If your design was not implemented fully, describe which parts you did implement, and which you didn't. If the reason you didn't implement everything is interesting (e.g. it turned out to be difficult for unexpected reasons), write about it.

4. Implementation (20 marks)

Give screenshots details (not a complete listing, but descriptions of key parts). Discuss the most important/interesting aspects. It probably won't be possible to discuss everything - give a rationale for what you *do* discuss.

5. Testing (10 marks)

Test plan -- how the program/system was tested. Put the actual test results in the Appendix.

6. Conclusion, Evaluation and Further Work (10 marks)

What have you achieved and learned? Give a critical appraisal (evaluation) of your own work by considering issues such as:
  o What was the most difficult part of the project?
  o Why was it difficult?
  o How did you overcome the difficulties?
  o Did you discover anything novel?

How could the work be taken further (perhaps by another student next year)?

Appendices Logbook (10 marks)
Please use appendices as necessary, e.g. the listing of computer source code should be placed in the appendix.

Report Formatting Requirements (10 marks)

1. Reports must be typed (i.e. word-processed). Legibility is very important since work that is not legible cannot be assessed.
2. Use "Arial" font style, "12-point" font size, "1.5" line space by leaving one full-size line blank between paragraphs.
3. Reports should be between 10 to 15 pages long.
4. A margin of 4 cm should be allowed on the left-hand side. A margin of 3 cm should be allowed on the right-hand side and the top and bottom of the page.
5. All pages must be numbered except the title page.