

Initial Report – Guidelines (2003/04)

(Worth 10% of the overall grade)

3000 words

You should hand in 2 hardcopies of the report on 6 Oct 03 by 12:00 noon to the department office on 1/F of the Admin Block.

Introduction

This guideline only highlights the key components and requirements of the Initial Report. You may have more than is suggested here. Use simple English when writing this report. Tell us when you use reference material. Use your own words and do not copy directly from any source.

Length of the Report

The report is expected to be concise and complete, using font size 12 and not more than 3000 words. Anything exceeding 3000 words should be included as attachments. Use of diagrams is encouraged. Unnecessary information, which does not add value to the project, should not be included.

Key Components

1. Project title: any update on the title of the project
2. Business Environment Description:
 - Detail description on the business scenario of the project, including who is/are the intended user(s), what is the intended usage of the system, when is the system being used, etc.
 - Detail description on the business and operating environment of the project, including the number and types of intended users, users' duties and responsibilities.
3. Description of the Proposed Systems:
 - What are the current problems that your system solves?
 - What solution do you propose?
 - How is your solution going to improve the current situation?
 - Do you have any data to support your proposal?
 - Why is your solution better than other alternatives? What are the other alternative solutions? Any comparative analysis?
 - Describe as much details as possible how the system is going to be used by each intended user.

4. Project Development Environment Description:

[Development environment is the hardware and software configurations that you will use for the development of your system. Production environment is the hardware and software configuration that your will design your system to operate in.]

- The development environment is likely to be different from the production environment. For example, you may develop your system using two PC, but your system may be used by 10 users on 10 different PCs at the same time after implementation. Your design and testing will then need to take into consideration of 10 concurrent users.
- Tell us how your production and development environments are different.

5. Project Methodology:

- Describe the methodology that you will use (Waterfall, Iterative, UP?)
- Describe the major milestones, or phases defined in your development life cycle.
- List down the key tasks that will be performed in each of the phases.
- Brief description of each subsystem.
- Brief description of the integration strategies for subsystems.

6. Project Plan:

- Tell us what your plan is.
- List all major milestones with dates. Remember to be realistic about your milestones. Don't give a plan that you will never refer to.
- Your plan should be compatible with your selected methodology.

7. Significance of the project: List down the major reasons why you think this project is suitable as a third year project. The key points may include:

- Why is it more complex than your year 2 project?
- Knowledge to be used,
- New knowledge to be acquired,
- Usefulness of the system,
- Market value of the system,
- Difficulty of the project.

Assessment Criteria:

- If you fully understand the problem(s).
- If you have done sufficient preparation work, ie. your effort spent on research study.
- If the report covers all the aspects of the required information for the report.
- If you have demonstrated that you know how to proceed.
- If the report is well written, and
- Your presentation of the report.