

Guidance for students on the Interim Progress Report (IPR)

1. The purposes of setting this task

You have had about 1/3 of the total time for your project when you submit this interim report.

This task is intended to get you to report on what you have done. We expect you will have made a significant start on the practical work, as well as carrying out background research where appropriate.

This task also gives you an opportunity to practice, and get feedback on, your report writing skills.

2. What you have to do

Prepare a written report on the progress you have made. It should take you **about 6 hours** to write your Interim Progress Report. Please note that the Interim Progress Report is an **individual** piece of work.

Requirements

- a) What your report should contain is described below in section 4.
- b) The report should be in **Word (.doc)**, apart from figures and diagrams, in the following format:
 - 12 point Times or Times New Roman font (except for mathematical formulae, where you may use whichever font is most appropriate).
 - Single spaced text, with between 1/2 a line and a whole line of extra space after each paragraph (like this document).
 - Margins: 30mm left; 20mm right; 20mm top and bottom.
 - No more than **eight** pages in length, excluding the cover page and appendices, with pages numbered.
 - The appendices do not have to be in **Word** format.
 - Staple the report in the top left corner, with the cover sheet completed in your own handwriting.

3. Assessment

This piece of work is worth **9% of the total marks for the course**.

You are required to submit **one electronic copy without appendices** and **one identical hard copy with appendices** of your Interim Progress Report for assessment. The hard copy is the definitive one.

The electronic copy is to be submitted to **StudyNet, by 12.00 Thursday 9th December 2004**

The hard copy is to be handed in at **Engineering and Information Sciences Reception, by 12.00 Thursday 9th December 2004**. No late work can be accepted.

You should also keep a copy for yourself.

Your Interim Progress Report will be assessed by the second marker (also known as the *moderator*) of your project. Keep in mind that you want the second marker of your project to be able to assess how good the project is and how good your execution of the project looks likely to be.

What we will be assessing

a) Work done so far – the content of the report (80%)

- Quality of background research and work done as a result of the literature search, as presented in the report and substantiated in the list of references.
- Quality and amount of work done on the project itself, as judged from the report, and from any relevant evidence provided in appendices.
- Discussion of issues relating to work done and planned to be done on the project. Description of problems you have faced and overcome, and other challenges that remain to be resolved.

b) Report writing (20%)

To see whether you can communicate effectively we will assess:

- Report structure: presenting the issues in a logical, well ordered way
- Style, readability, and consistency.
- Grammar and spelling.

If the report writing is especially poor, your work may be passed on to an additional assessor who will give detailed feedback on what is wrong.

4. What you should hand in

The Cover Sheet

The front cover of your project proposal should be an official cover sheet, filled in and signed by yourself, at the end of this document.

Contents of the Report

The report should form a coherent document covering the following areas:

Section 1: 1/2 to 1 page long (add an appropriate section heading and any necessary sub-headings)

- **Details of the particular problem that you have set out to address in your project.**

Describe the problem your project sets out to address (including specific background and technical nature) in a form which would be clear to a technical reader new to your project.

- **Precise objectives of your project and the product(s) that will be submitted for assessment.**

This information will have been in the project proposal, but needs to be briefly repeated.

Section 2: 4 to 5 pages long (add an appropriate section heading and any necessary sub-headings)

- **The academic background to your project**

For example, if you are doing a project on computer security, you will need to give details of this academic field, including what you have found out so far from your literature search and what you still need to research. Link this to the list of references in the appendix to the report.

- **An account of the progress you have made so far i.e. what you have done.**

Be specific. Detail how far you have got and why you have done it - including what you have completed and what still needs to be done. Show how this relates to your project and what you need to achieve. Discuss problems encountered or anticipated and steps taken/to be taken to solve them. Most students will have started programming. If you have not managed to do any yet, you should give an account of the design you have done (for example: producing ERMs, screen designs, formal specifications etc.). and other work such as requirements specification..

You may also briefly mention any skills learned for your project.

Provide supporting evidence for the work done by referring the reader to the appropriate appendix of your report for programming code, and/or examples of any ERMs, screen shots, formal specifications, questionnaires etc., making clear what you are referring to and why.

Section 3: 1/2 to 1 page long (add an appropriate section heading and any necessary sub-headings)

- **A brief description of what you need to do to complete the project** (including what is involved in evaluating the project and its products and writing the final report).

Appendices: these should be numbered (Appendix 1, Appendix 2 etc.) and each given a heading.

- **Appendix 1. References** (list of books, journals, web pages etc.)

These should be referred to from any section of your report that is drawn from books, journals, WWW etc., particularly sections summarising material from your literature search. Use the Harvard system of referencing both for citing sources in the main report and to draw up the list of references that go into this appendix. See link on home page to Researching and Writing Reports: http://www.herts.ac.uk/lis/help/tutorials/reports_index.html for details.

- **Appendix 2,3 etc. if needed. Evidence and examples of design and practical work** (e.g. ERMs, screen shots, formal specifications, code, questionnaires, etc.)

The appendices will not be formally assessed in themselves, but will contribute to the assessment of the report by providing supporting evidence for claims made.

5 Cover sheet

See below. To be filled in and attached to the front of your hard copy

MAKE SURE YOU GET YOUR WORK DATE-STAMPED WHEN YOU HAND IT IN.

OPEN CHOICE PROJECT

Interim Progress Report Cover Sheet

1 SURNAME:

2 FORENAME:

3 STUDENT ID NO:

4 Project Title:
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.....
.....
.....

5 Tutor:

6 Declaration

I declare that all of the work I am submitting for assessment and for which I am claiming credit is my own

Signature

7 EIS Reception Stamp: