The Interim Progress Report

This task is intended to
• get you to report on
  - what you have done
  - the problems you have faced (and overcome)
  - where you think you will go from here;
• give you an opportunity to practice, and get feedback on, your
  report writing skills

What you have to do

Prepare a written report on the progress that you have made. It should take you about 4 - 6 hours to write your IPR.

The report should describe
• what you set out to do
• what you have done so far
• what you need to do to complete your project

Assessment

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

You are required to submit two hard copies of your Interim Progress Report for assessment

at CS office

by the date shown on the Project Calendar

Keep a hard and a soft copy for yourself. You will include a copy on FPR

What we will be assessing

Quality of your work as presented in the report (80%)
• Your overview of what the project is about, your explanation of what you have done so far, and your statement of what remains to be done.
• Quality and amount of practical work done on the project itself, as judged from the report, and from relevant evidence provided in appendices.
• Your discussion of issues relating to work done and planned to be done on the project.
• Your description of the problems you have faced and overcome, and of other challenges that remain to be resolved.

Report Writing (20%)
• Report structure: presenting the issues in a logical, well ordered way.
• Style and readability.
• Grammar and spelling.

Your Interim Progress Report will be assessed by an independent marker, and by your own tutor.

It should be written with the independent marker in mind.

Contents of the Report

Section 1:
• Details of the particular problem that you have set out to address in your project.
• Precise objectives of your project.
• The things you intend to produce
• The tools and techniques you propose to use (what and why)
• An outline plan
Section 2:

An account of

- the progress you have made so far
  (what you have achieved, in concrete terms)

We will be looking for evidence of significant achievement, since you should have done about 7 weeks work by the time you come to write your IPR.

Section 3:

- A brief description of the tasks you need to complete in order to complete the project
- Refer back to your plan

Bibliography (list of books, journals, web pages, etc. et cetera)

Appendix 1, 2, 3 etc. as needed

Evidence and examples of design and practical work (e.g. ERMs, screen shots, formal specifications, code, questionnaires, etc.)

These may be handwritten

To demonstrate progress on practical work:

- Report on the tasks you have undertaken, and describe what you have achieved;
- Provide evidence of your achievement in the work you have undertaken, in suitable appendices (see later);
- Comment on any setbacks which have delayed progress and which would not otherwise be obvious to the assessor:
  > Non-availability of hardware or software or difficulty in installing software;
  > Delays in obtaining reference material such as library books;
  > Difficulties in arranging meetings with the tutor.

MAKE SURE IT IS CLEAR WHAT YOU HAVE DONE

In the appendices....

If you designed a database,

Show us the ERM, or the SQL script you used to create it, or a screen dump of the Access or SQL-server relationships window

BUT NOT the report generated by the database listing every attribute if every table, because most of those values will be default values that you did not change.

If you wrote a program,

Show us the code you typed in, or a screen shot of the interface you designed with a GUI builder

BUT NOT the code that the GUI builder generated for you.

Think: you wouldn't expect to show us the machine code that the compiler generated from your source code.

Your appendices should include material at the level you were working at, not what the system generated for you.
Plagiarism and collusion: A REMINDER

Plagiarism and collusion are serious assessment offences.

Plagiarism is defined as:
• Including in your work phrases from another person’s work without using quotation marks and identifying the source;
• Making a copy of all or part of another person’s work and representing it as your own by failing to indicate the source;
• Making extensive use of another person’s work, either in summarising or paraphrasing the work merely by changing a few words or altering the order in which the material is presented, without acknowledging the source.

Collusion is defined as:
• Working together in the production of assessed work where this is forbidden;
• Allowing another person to plagiarise your work.

What do these rules imply for work on the project?
• You may use the ideas, opinions, code, results, or other work of other people ONLY IF you make it clear that the work is not your own, and you give proper credit to the people who did it.
• You must not show or give to another student anything of your own work, whether or not you intend to use the work in your own submission.
• You must not work together on any aspect of your project’s tasks, whether or not you intend to use the results of that joint working in any of your submissions for assessment.

The penalties for proven cases of plagiarism and collusion in the project are liable to be very severe.

Summary
The IPR is a small task: 6 hours, 9% of the marks
But it is a practice for the real final report
Valuable opportunity to get some feedback on progress to date and on report writing and on project direction from someone other than your project tutor
Do your best!