F6s Project Guidelines

I. Supervision meetings

If necessary, groups should send a short agenda (suggested questions for a discussion) together with possible material for the supervisor to read at least 1 or 2 days before the meeting.

In the initial phase of the project definition the meetings are likely to be about creating a project proposal (as described in next section) and later about the project itself.

II. Project Proposal

A document containing:

- Project title, group names and supervisor's name, project theme
- Project specifications (1-1.5 pages), including purpose definition, milestones and goals, expectations for the learning process while executing the project
- Work timing (a schedule listed below) for each member of the group
- The end result and a possibility of its evaluation
- A first draft of bibliography list – be sure to have a reasonable number of references to the literature (minimum 10)

Table 1. *Work schedule*

Group member: **A…… & B……………**

Weeks Tasks	Week 7 (amount of work measured in hours)	Week 7+1 (amount of work measured in hours)	…
…			
Analysis	10	100	
Implementation	20	200	
…			
…			
Writing	30	300	

Total hours (for the group members for the semester) = XXX

The proposal will be a work-in-progress for the first part of the semester. We recommend it to be delivered in its final form and approved as early as possible, but not later than the end of the main-theme lectures time (week 13). This will enable you to start the actual work (implementation etc.) on the project earlier.

III. Group "contract"

We suggest that the members of the group write and sign together a contract, specifying the division of work among themselves. This would enable to avoid the build up of conflicts and it is closer to the actual practice in developing teams in the "real world".

Remember that, even if the project is developed by the group, each individual member will be responsible for the whole, especially in the final exam.

Supervisors do not necessarily need to be aware of these contracts.

IV. Recommendations for the report

Size

Recommended volume is 80 - 100 pages (excluding appendices), but could be extended if necessary.

Structure

- Front page
- Content with pages listed for each section
- Introduction (explaining the choice of the project theme and topic)
- Problem/project specification (possible size: 1 to 2 pages), including goals, etc
- Background (reflecting a modern state of a problem and including a concise section of related work)
- Evaluation methodology: A short description of the methodology that is going to be used in order to evaluate the results (and success) of your project – e.g. *black box testing* or *user testing* based on "ABC" theory
- Design and implementation / a case study
- Results (eventually structured in the following way)
    - o   Presentation of results
    - o   Analysis and evaluation of results
- Conclusion
- Bibliography
- Appendixes – Eventually needed for extra documentation
    - o   e.g. the actual time schedule that resulted at the end of the project