**IT 4983 Capstone Project Final Package Submission Guide**

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**Please prepare the following content, documents and files, all compressed (zipped) in a single file and submit it to D2L by the due date.**

# List of folders and files in the final package

1. Final project report (one Word or PDF file) – see details below
2. Project files, arranged in a sub-folder, clearly named – see details on page 3.
3. All progress report files, arranged in a sub-folder, clearly named – see details on page 3
4. Formal department presentation file (one MS PowerPoint or PDF file)
5. Poster files (PDF, zipped if more than one)

# Detailed requirements

## Final project report

Format: Times New Roman, 12pt, single spaced.

Please include the following content in the report:

1. Cover page, with a title “Capstone Project Report”, project name, project information website, course, team members, affiliation, and date.
2. Executive summary (limited to one page, 200 to 400 words).
3. Tables of contents
4. Background: describe the context and goals of this project, including business and technical backgrounds.
   1. Business and project background: including business information, context, problems, and the general goal.
   2. Specific project scope, objectives, and deliverables.
   3. Technical background: explanation of the technical environment, including major relevant concepts, practices, technologies, and products, etc.
5. Project outcomes and achievements summary – Note: just provide summary here; details should be in other files.
   1. Assessment of project outcomes (general and by objectives and deliverables): how successful is this project? Please provide detailed description and explanation of each.
   2. Technical summary of the solutions. The following are not sub-sections. You may arrange subsections based on your work and report content.
      * Summary of your solution approaches: architecture, process, methodology, etc.
      * Summary of major system analysis and design.
      * Summary of actual development or implementations: systems, applications, websites, databases, etc. Summarize the major technical features of your implementation or development.
      * Summary of documentations, including analysis, design, code, testing plan, etc.
      * Summary of other content and documents created by the team: research reports, technical references, user manuals, tutorials, interview scripts and results, user surveys and questionnaires, resource collections, etc.
6. Project planning and management summary
   1. Overview: how did you manage the whole project (including scheduling, task distribution, progress monitoring, etc.)? Did you follow any good project management practices? Summarize the techniques, tools, and practices. Discuss where you did well and where you need improvements.
   2. Project process: describe the project process by stages or milestones. Arrange them by chronological order from the beginning of the project. Explain major objectives, activities, events, achievements, and challenges in each milestone.
   3. Team contribution summary: describe team member roles and contributions of each member (listed by each member).
   4. Work load summary: present man hour sub-totals by project phase (milestone) and deliverable. Summarize this from the Gantt chart. Note just to provide high level summaries and some overall stats. Do NOT simply put the Gantt chart here.
7. Team reflection on project experience: summarize your project experience as a team. Please respond to each of the following questions.
   1. Project success factors: discuss the most important factors for project success. Particularly discuss the project owner’s comments on where you did well.
   2. Team collaboration and communication experiences.
      1. General collaboration experiences: how did you collaborate in this project? Any good practices? Anything that did not work well?
      2. Meeting arrangements and experiences.
      3. Collaboration system use: what tools or software systems have you used to facilitate collaboration and communication? Provide some brief description of each and describe how they were used. Also evaluate its usefulness and ease-of-use. What features are most useful?
      4. Other experiences: what worked and what did not in team collaboration?
   3. Challenges: summary of technical and non-technical challenges and how the team dealt with them.
   4. Areas to improve: discuss all other areas where you can improve, especially address the weaknesses pointed out by your project owners.
8. Appendix
   1. Project files list: explain each file/folder arranged in the “project files” sub-folder.
   2. Progress reports list: describe each file arranged in the “progress report files” sub-folder.

## Project files sub-folder (create further sub folders if necessary)

Please include as many files as possible. Maintain the original file type format. These may include:

* Source code, scripts, or configuration files (zipped into one or more files)
* Data or database copies
* Analysis and design documents
* Research reports or papers
* Manual and references
* All documentation files
* Photos
* Learning materials collection
* Other types of files and resources which you produced or collected

## Progress report files sub-folder (all in PDF format)

1. Approved project plan
2. Three milestone reports.
3. Final version of the Gantt chart
4. The last activity log and communication log which should have all events recorded for the whole semester.
5. Additional presentations or reports if there is any.

# Grading

The grades for the final package is determined by the quality and completeness of the package content, as well as instructor’s evaluation of the whole project. Please read the requirements above carefully and provide all materials for each section, and arrange them in the specified structure. An evaluation form used by the instructor will be provided in a separate file.

Ask questions if you are not clear and need clarifications. The team will receive one common grade generally.

**Note: this guide tries to provide as much information as possible. But there are always unexpected issues. Please try to communicate with the instructor if there’s any question or concern. Thank you.**