



Lecture 8

- Assessment Requirements
- Mark Apportionment
- Presentation Production
- Report Writing
- Evaluation
- Final Words



Assessment Requirements

- Multimedia Product - 30%
 - Submit on CD/DVD
 - No later than 12noon 26 March
- Presentation - 25%
 - Give presentation
 - On Tuesday 24 March
- Written Report - 45%
 - Submit printed and electronic copies
 - No later than 12noon 26 March



Multimedia Product – 30%

Various factors determine the mark:

- How ambitious was the product?
- How well does it meet the requirements?
- How well was it designed?
- How well was it executed?
- How useful/usable is the product?
- What level of creativity/novelty is involved?
- How well does it employ a range of media?



Presentation – 25%

- How clear was it what the product is, what it aims to achieve, and who will use it?
- How effective was the demonstration of the product itself?
- Were the processes and tools used to develop the product well described?
- Was there an appropriate conclusion to the presentation?
- How professional was the presentation?



Report – 45%

- This should provide a clear and coherent account of the whole project
- All aspects of the project should be described, evaluated and discussed
- Marks are awarded for each of the required topics (see CA specification)
- The actual processes (design, teamwork, etc.), as well as the descriptions of them, will be taken into account



Mark Apportionment

- There will be a mark for the overall performance of each team
- Individual marks modified according to
 - Work Contribution Form
 - Specifies relative contribution of individuals
 - Signed by all members
 - Used for *guidance*
 - Attendance at Team Tutor Meetings
- Final marks decided by lecturer



Presentation Production

- Decide what format you will use
 - PowerPoint presentation
 - Slide-show in PDF or other format
 - Overhead transparencies
 - Mime, opera, ballet (not recommended!)
- Decide as a team what to include
- Decide who will give the presentation
- Decide if you need a “director” ?



Useful Tips on Presentations

- Presentations take place in a standard University lecture room
 - Check for software/hardware compatibility in advance
 - Best if you can use your own laptop
- Having all team members presenting is possible, but very difficult to coordinate
- Have standbys/understudies who know the “script”



More Tips on Presentations

- Changeovers take significant time
- Integrate everything
 - E.g. embed videos, etc. in PowerPoint
- Plan and rehearse the timing - ten minutes goes very quickly!
- Be prepared for questions at the end
- Entertain, amuse, amaze your audience
- Be prepared for things to go wrong!



Report Writing

- Decide on a word processing system
 - MS Word, LaTeX, OpenOffice ?
- Do you need an “Editor in Chief” ?
- Will you write a section each, or all work on everything?
- How will you coordinate the various sections and versions?
- Who will do the proof-reading?



Report Structure

- Title page stating title and authors
- Contents page with page numbers
- Abstract/Summary
 - Providing an overview of the project
- Main Body of Report
 - Address the Required Topics
 - Consider following the suggested structure
 - Quality is more important than quantity
- Conclusions and Further Work
- References / Bibliography



Required Topics

- Project Definition – 10%
 - What? Aims? Paymaster? User?
- Product Research – 10%
 - What you researched and found out
- Specification – 10%
 - Requirements, etc.
- Design – 25%
 - Procedures, options, decisions, results, ...
- Implementation – 10%
 - Tools, techniques, decisions, ...



Required Topics

- Management and Teamwork – 10%
 - Include Gantt chart, team structure, etc.
- Presentation of Results – 5%
 - Summary of product achieved
- Evaluation – 10%
 - See slides 17-23 for details
- Referencing/Literature Usage – 5%
 - Use of and referencing appropriate literature
- [Style, Structure, Spelling, Grammar – 5%]
 - Use word processor features!



Useful Tips on Reports

- *Design* the document
- Structure the document
 - Organise using sections, sub-sections, etc.
 - Use appropriate document style
- Clarity is important!
 - Define any acronyms, jargon, etc.
 - Avoid ambiguity
- Draft and review and redraft



More Useful Tips on Reports

- Use appropriate tools/techniques for:
 - Text
 - Diagrams
 - Charts
 - Pictures
- Concentrate on the important things:
 - High level discussion
 - Critical evaluation
 - Minimize the trivial and routine



More Useful Tips on Reports

- Don't just describe the final solution
 - Review and evaluate alternatives
 - State the final decision and *justify* it
 - Show you were analytical - not just lucky!
- Try to be objective
 - Identify weaknesses
 - Point to potential improvements
- Re-use is good!
 - But don't forget the acknowledgments!



Evaluation

- Evaluation is NOT the same as testing
- Purposes of evaluation
 - Check requirements have been met
 - Assess fitness for purpose
 - Identify shortcomings and opportunities
 - Improve the product
 - Learn from mistakes
- Use evaluation results to move forward



Methodology for Evaluation

There are many dimensions to consider

- Different stakeholder perspectives
 - Paymaster, User, Developer, Maintainer
- Different types of requirements
- Subjective v Objective
- Qualitative v Quantitative
- System v Component



Quantitative Evaluation

- Numerical values that can be measured
- Typical important factors
 - File sizes
 - Memory requirements
 - Speed - task time, latency
 - Reliability
- Relative importance will usually depend on stakeholder perspective



Qualitative Evaluation

- Can only assign fuzzy assessments
 - Excellent, Good, Acceptable, Poor
- Typical important factors
 - Attractiveness, aesthetics
 - Ease of: use, development, maintenance
 - Fitness for purpose
- Relative importance will usually depend on stakeholder perspective



Evaluation against Requirements

- Requirements should define a set of criteria that the product must meet
- Need to check whether they are met
 - Are they sufficiently precise?
 - Are they measurable?
 - How can they be assessed?
 - Develop a methodology for evaluation – before development
- Overlap with Acceptance Tests



How/What to Evaluate

- Develop a plan for the evaluation
 - Identify the criteria
 - Specify how they will be assessed
- Consider different aspects of the product
 - The system as a whole
 - The user interface
 - Reliability, maintainability, etc.
- Trial the product with typical users



Reporting the Evaluation

- Document the evaluation in your report and presentation
- Define your evaluation methodology
- Report your evaluation results
- Discuss the resulting recommendations
 - How to improve the product next time
 - What would you do differently
- Be honest, but be positive!



Final Words

- That's the end of the lectures
- Weekly Team Tutor Meetings continue until Week 10
- Hand-in deadlines and presentations happen in Week 11
- The lecturer is available in normal office hours, or make appointment by email
- Good luck and have fun!