VICTORIA UNIVERSITY OF WELLINGTON

*Te Whare Wananga o te Upoko o te Ika a Maui*



School of Engineering and Computer Science

*Te Kura Mātai Pūkaha, Pūrorohiko*

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**Project Title**

The Author

Supervisor(s): [NOT STATED]

Submitted in partial fulfilment of the requirements for

[DEGREE NOT STATED]

**Abstract**

This document gives some ideas about how to write a preliminary report, and provides a template for the report. You should discuss your report with your supervisor.

# Introduction / Proposal Review

This could briefly outline the project and if necessary re-evaluate the original plan in light of what has been learned in the interim. In particular, any significant deviations in the problem being addressed, or the solution being developed should be clearly highlighted and justified.

# Background Survey

This could discuss any existing solutions to the given problem, and may reference academic papers, books and other sources as appropriate. Care should be taken to identify key differences between these solutions, and that being developed in the project. This will be a critical part of the Preliminary Report, such that it can be summarised in the Final Report.

# Work Done

This could discuss what progress has been made on designing, implementing and evaluating the artifact. Care must be taken to ensure that any discussion of technical points are clearly explained, with diagrams being used where appropriate. In many cases, the evaluation proper will not yet have begun. However, it is important to demonstrate that sufficient thought has been given to the evaluation.

# Future Plan

This could highlight the main components which remain to be done, and provide a proposed time-line in which this will happen. In putting together a time line, students must take into account upcoming examinations, coursework deadlines and other disruptions.

# Request for Feedback

This could highlight any difficulties currently faced, and make specific requests for guidance from the examination committee. For example, a student may be unsure how best to evaluate their artifact, and would appreciate suggestions for alternative methods.

**6. Structure and Formatting**

The report does not have to confirm exactly to the above structure. For example, in some cases, students may wish to present preliminary experimental results, or include a more detailed literature survey.

With formatting, please use 11pt font. Given the short length of the report, there is no need to start each chapter on the right-hand page (which can lead to some blank pages, which is wasted white space).

The following points clarify the main requirements of the preliminary report:

* The report is expected to be 12 pages in length inclusive (i.e. title page, table of contents, ... all count in the 12 pages). A separate appendix document, which may reference your approved University online repository, may also be submitted but will not receive additional marks.
* As a rough breakdown, a page of introduction and three to four pages on background/related work. An additional page each on progress and future plans would be appropriate. Students are advised to ensure all necessary detail is provide.
* The report should be written in such a way that any 4th year student in your specialisation can understand. Since the report will be assessed by a panel of examiners (i.e. not just the supervisor), it is critical that all examiners can properly understand what has been achieved.
* The report should include the original project proposal as an appendix.