Project report template

Section	What to include	Maximum word count
Title page	• Title • Student name and ZID • Due date	N/A
Table of contents	Provide a schematic overview of the structure and contents of the report	N/A
Executive summary	This is a short summary of the whole report. It summarises the report's purpose, findings, conclusions and recommendations.	250
Introduction	The introduction section may include: • Brief background information • Scope • Outline	250
Body of report	This is the main part of your report and must have the following three components: *Part A) Problem definition and strategy* • Clearly define the problem (the gaps or opportunities for improvement identified during the literature review) that needs to be solved. • Present the key solutions proposed by you to the gaps or opportunities for improvement identified during the literature review. • Analyse the proposed solutions qualitatively and quantitatively. • Describe how the proposed solutions would improve the role of analytics in the respective field. • Provide a clear visualisation that summarises or extracts the problem definition and strategies. *Part B) Project methodology* • Explain the strategies prepared by you to solve the problems defined in Part A and the literature review report. • Explain the various design thinking and analysis toolsets used by you to implement the project. • Justify how these tools and methods are relevant to the characteristics of the problem. • Provide a clear visualisation that summarises or extracts the strategies and analytics methods and toolsets used. • Explain why the data source/s chosen by you is appropriate for your project. *Part C) Project implementation and analysis* • Explain the steps involved in the project implementation and how you used the selected analytics tools and methods to implement the project.	Part A -750 Part B- 750 Part C-750

	• Present the quantitative analysis of the results achieved using a visualisation tool such as Tableau. • Justify that the results achieved are significant enough to solve the identified gaps or opportunities for improvement. • Provide a clear visualisation that emphasises the key point(s) of the project. • Present one or more aspects of the project that could be improved further. • Briefly discuss the future improvement of the project.	
Conclusion	The conclusion provides a summary and evaluation of the project's findings with the key recommendations. It may also include the limitations and future revisions of the project.	250
References	Provide a list of all the books, articles, web sites, interviews etc you have referred to in your report. Follow Harvard referencing guide to cite the references.	N/A