

Writing report

Lecture 10



Why Report Writing is Crucial in Capstone Projects ?

❑ Core Reasons:

- Final documentation of all project efforts
- Communication of results, value
- Demonstrates professional and academic integrity

❑ Skill Development: Preparation for real-world document, reporting and presentation requirements in professional settings



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Connecting Report Writing with Previous Topics

□ Topic Overview:

- **Problem-Solving in MIS:** How the report documents problem definitions and approaches.
- **Requirements Gathering:** Recording requirements accurately for clarity in project aims.
- **Project Management and Prototyping:** Documenting milestones, iterations, and justifications for decisions.
- **Design Thinking and Business Value:** Capturing the rationale and expected outcomes for the proposed solution.
- **Project's Role:** Acts as a capstone summary and narrative that ties together the entire project journey

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Primary Goals of a Capstone Report

- ❑ **Goal 1:** Clear communication of a journey from initial problem to final solution
- ❑ **Goal 2:** Justify each decision and method used with supporting data
- ❑ **Goal 3:** Provide a document that reflects the professionalism expected by future clients or employers
- ❑ **Emphasis:** Highlight how each section contributes to a coherent narrative and valuable project documentation



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Types of Reports in the Capstone Project Process

- ❑ **Initial Proposal Report:** Defines the problem, objectives and preliminary scope
- ❑ **Progress Report:** Regular updates to track development, challenges and changes in scope
- ❑ **Final Report:** Comprehensive record covering problem, process, solution and recommendations



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Report Structure – The Essentials

□ Core Sections:

- Executive Summary
- Introduction
- Background and Context
- Data Collection and Analysis
- Solution and Implementation Details
- Conclusion and Recommendations
- Appendices and References (*if have*)
- **Purpose of Structure:** Ensure all essential aspects of the project are covered, supporting readability and logical flow



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Crafting an Effective Executive Summary

- ❑ **Purpose:** Provide a high-level overview for readers to understand key outcomes quickly
- ❑ **Key Elements:**
 - Summary of objectives, main findings, solution and overall recommendations
 - Should capture the essence of the report without requiring in-depth reading
- ❑ **Tip:** Write this last, as it will summarize the completed project accurately



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Developing a Strong Introduction

□ Elements:

- **Problem Statement:** Define the issue, its context, and significance.
 - **Objectives and Scope:** What the project aims to achieve and any constraints or limitations.
 - **Background of the Problem:** Relate to earlier lectures on problem-solving and gathering requirements.
- **Link to Other Sections:** Sets up the reader to understand why this project was pursued and its intended impact.



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Providing Context & Background

- ❑ **Purpose:** Foundation for understanding the relevance and necessity of the project.
- ❑ **Content:**
 - Industry trends
 - Client needs
 - Technical background
 - Relevant literature
- ❑ **Supporting Evidence:** Any prior research or case studies that establish the importance of the problem.



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Data Collection Techniques and Documentation

- ❑ **Sources:** Identify and justify primary and secondary sources.
- ❑ **Methods:** Surveys, interviews, software tools (e.g., CRM, SCM).
- ❑ **Explanation of Choices:** Rationale for the data collection approach (qualitative, quantitative, or mixed methods).



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Analyzing and Presenting Data

- ❑ **Purpose:** Show the journey from raw data to meaningful insights
- ❑ **Steps to Include:**
 - Data organization and preparation
 - Analysis methods: statistical, thematic, etc..
 - Visual representation: tables, charts, graphs
- ❑ **Interpreting Results:** Emphasize how to translate data into insights relevant to the project's objectives



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Solution Development and Justification

- ❑ **Solution Description:** Outline the developed solution in detail (e.g., software, model, process)
- ❑ **Justification for Solution:** Explain why this solution was chosen and how it meets project needs
- ❑ **Connection to previous lectures:** Prototyping, user-centered design and business value



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Implementation and Deployment

- ❑ **Content:** Steps taken for development, including testing and validation
- ❑ **Challenges Encountered:** Address any issues and how they were resolved
- ❑ **Results from Testing:** Preliminary feedback for adjustments made based on user tests or QA
- ❑ **Importance:** Provides credibility by showing real-world application and testing of the solution



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Evaluating Solution Effectiveness

- ❑ **Purpose:** Present a structured assessment of the solution's impact
- ❑ **Metrics to Include:** KPIs, user feedback, performance data
- ❑ **Link to Project Objectives:** Show how metrics demonstrate whether the project achieved its intended impact



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Concluding the Report

- ❑ **Summary of Key Points:** Recap the project's main outcomes and insights
- ❑ **Shortcomings:** Briefly mention any limitations or areas that were challenging
- ❑ **Future Steps:** Recommendations for ongoing improvements or related research
- ❑ **Impact:** Emphasize the relevance of the project to the industry or client



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Appendices – Organizing Supplementary Materials

- ❑ **Purpose:** Keep detailed data and additional content separate from the main text
- ❑ **Examples:** Datasets, code samples, extended diagrams, user testing feedback
- ❑ **Organization Tips:** Structure so readers can easily locate supporting materials if needed



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Referencing and Academic Integrity

- ❑ **Importance of Citation:** Avoid plagiarism and give credit to other works
- ❑ **Common Styles:** APA, Harvard and other styles recommended for the capstone project
- ❑ **Tip:** Ensure references are consistent and cover all borrowed content



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Using Visual Effectively

- ❑ **When to Use Visuals:** Only when they support the narrative or clarify complex data
- ❑ **Design Tips:** Label all visuals, avoid clutter and ensure they are read
- ❑ **Example:** Show examples of well-constructed visuals and poorly made one to illustrate best practices



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Writing Style and Language

- ❑ **Professional Tone:** Keep language formal, objective and precise
- ❑ **Avoiding Jargon:** Use technical terms only when necessary and ensure clarity
- ❑ **Reader Engagement:** Write with the reader in mind, ensuring explanations are clear and purposeful



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Review and Proofreading Checklist

- ❑ **Grammar and Syntax:** Ensure language is error-free and professional
- ❑ **Coherence and Flow:** Logical sequence in ideas and sections
- ❑ **Consistency:** Check for formatting, terminology and style uniformity throughout



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Avoiding Common Pitfalls

- ❑ **Common Errors:** Overly technical, poorly structured, irrelevant details
- ❑ **How to Avoid:** Stay focused on objectives, keep section distinct, use clear language



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Summary and Key Takeaways

- ❑ **Wrap-Up:** Emphasize the importance of each report section and writing style
- ❑ **Final thought:** Reinforce how quality report writing demonstrates professionalism and project understanding



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THANK YOU