# A6: Final Product and Documentation – Marking Document

## DOCUMENTATION

The precise format and content of the final project documentation may vary from project to project. The final submitted project must include the following items:

a) User manual[s] (training documentation could be required for some groups)
b) Technical report/manual
c) diaries (these should be your group meeting agendas and minutes)
d) the source code
e) marketing of your group and system/product

### USER MANUAL

A user manual is designed to map out to a user how to use the system/product. You need to consider who your target user[s] are when developing manuals, their level of cognition, and perceptions about the system.

- Make sure that your instructions to the user map to actual processes with regard to all aspects of your system.
- Potentially have a 'quick-start' version for basic tasks.
- Present complex instructions as step-by-step procedures.

For ideas on user manual design:

- https://www.dozuki.com/blog/2017/01/12/how-to-write-a-user-manual
- http://blog.screensteps.com/10-examples-of-great-end-user-documentation

### TECHNICAL REPORT

A technical report is designed to accompany your product. It should consist of your systems documentation. Sections of your technical reports could include:

- System Requirements (scope and iteration management etc.)
- Project summary (A section of the report explaining how the system has met the requirements originally submitted as part of the project, with details of any changes and their rational, this would be based on your original reports – identification of current project state and a requirements traceability matrix.)
- System Design (information architecture, data dictionaries etc.)
- Project Closeout (lessons learned, post project review, project acceptance, transition plan)
- System installation process

## OVERALL SYSTEM/PRODUCT EVALUATION

| Element | Good | Pass | Poor |
|---|---|---|---|
| **Requirements vs. System**<br>**- Core requirements**<br>**- Additional Requirements**<br>**- Stretch goals** | - System/product meets all of the core requirements and has some of the additional requirements functioning.<br>- The system meets all of the needs of the client/supervisor. | - System/product meets all of the core requirements.<br>- The system meets most of the needs of the client/supervisor. | - System/product has missing core requirements or parts of the system are not functioning to specification.<br>- The system meets some of the needs of the client/supervisor. |
| **Project Complexity** | - The system/product is fully functioning and of a high level of complexity. | - An appropriate level of complexity for the system/product was achieved. | - The system/product did not achieve an appropriate level of complexity. |
| **Source Code** | - Professional and consistent source code, conforming to industry standards.<br>- Clear commenting throughout with identification of author[s]. | - Consistent source code, conforming to industry standards.<br>- Clear commenting throughout. | - Inconsistencies in the source code for the product.<br>- Not an adequate level of commenting in the code. |
| **Final website** | - Overall a professional website.<br>- Excellent presentation of the target market, design methodology, development environments.<br>- Professionally uses current design trends and method. | - Overall a clear website.<br>- Clear explanation of the problem with justification of the target market, design methodology, development environments. | - Basic website presenting content.<br>- Brief explanation of the problem, with limited/no justification. |

## HOW THE DOCUMENTS WILL BE EVALUATED

This is a generic marking rubric designed to evaluate the large cross-section of projects that students have completed in CSIT321: Project.

| Element | Good | Pass | Poor |
|---|---|---|---|
| **Fit for purpose** | - Thorough understanding of the purpose of the document[s]. | - Clear understanding of the purpose of the document[s]. | - Limited understanding of the purpose of the document[s]. |
| **Structure** | - Professional follows the conventions for the type of document being written.<br>- Moves from generalisations to specific conclusions, identifying<br>- Appropriate transitions between sections in the documentation. | - Basic flow from one section to the next.<br>- Evidence of introduction and conclusion but not all sections logically flow Control over the structure of the document. | - Poor structure of video.<br>- No introduction or conclusion.<br>- Failure to recognise the task and respond with the appropriate document. |
| **Knowledge and analysis** | - Detailed understanding of the key concepts / issues that form part of the document.<br>- Professionally developed document that is fit for purpose. | - Clear understanding of key concepts/ issues being presented in the document.<br>- Clearly developed document that is fit for purpose. | - Basic understanding of key issues / concepts.<br>- Lack of coherent integration and synthesis of information to meet the purpose of the document[s].<br>- Lack of understanding about the system/product and the purpose of the document. |
| **Presentation** | - Consistent professional presentation across all documents.<br>- Absence of spelling mistakes, grammatical inconsistencies and corrections. | - Relative absence of spelling or grammatical errors.<br>- Formatting and style appropriate to the document[s]. | - Minor spelling mistakes and grammatical inconsistencies.<br>- Basic formatting. |