**RUSSIAN FEDERATION GOVERNMENT**

**NATIONAL RESEARCH UNIVERSITY – HIGHER SCHOOL OF ECONOMICS**

Faculty of Computer Science School of Software Engineering

Master’s Programme **«System and Software Engineering»** Field of Studies: *09.04.04 «Software Engineering»*

## Project Activities Report

{ Title of the Project }

{ Title of the Project - *cont-d* }

## Student:

{ Surname, Name }

{ Signature (student) }

## Project’s Supervisor:

{ Surname, Name / Position / Degree / Company (University) }

 *out of* ***10***

{ Recommended grade } { Signature (supervisor) }

{ Date – DD.MM.YYYY }

## Coordinator of Project Activities:

{ Surname, Name / Position / Degree / Company (University) }

 *out of* ***10*** (final grade on a 5-point scale: )

{ Resultant grade }

{ Signature (coordinator) }

{ Date – DD.MM.YYYY }

## Moscow 2020

**The Structure of the Report**

1. At a minimum, your report should contain, in addition to the **Title (Cover) page**, an **Abstract** (*separate page*) followed by the **Table of Contents** (*separate page*), **Introduction** section and **Bibliography (References)** and optional **Appendix**. Depending on the readiness of the material, other sections may also be included in the Report, if you wish to do so,

#### **Title (Cover) Page** (as shown above – there should be no deviations from the aforementioned template) is a mandatory part of the report,

1. **Table of Contents** – it follows the Title (Cover) page – should look as follows:

|  |  |
| --- | --- |
| **Table of Contents** |  |
| Abstract | ……………………………………. | page 2 |
| Introduction | ……………………………………. | page 4 |
| Bibliography (References) | ……………………………………. | page X |

#### The following parts of the Report are as follows:

**Abstract**

Is the second (excluding Cover page) page of the report - mention here all of main points you’ll be looking at. Essential parts of the Abstract (of course, without headings, just text content) must be present, viz. *Background*, *Purpose* (*Aim(s)*), *Approach (Methods)*, *Conclusion (Expected Findings/Results* can be mentioned as well)) – Times New Roman or similar font is used, 12 points, single spaced.

Abstract is formed as a single paragraph text.

#### **Key Words:** (separated from the text of Abstract by 1 (one) empty line) Give here about 5-7 keywords that allow to characterize (position) your project (research) easily – try to choose those keywords that will make others interested in the contents of the study (proposal); do not write straight away the words (phrases) that suddenly pop up in your mind! Experiment, for example, with Keyword Tool / https://keywordtool.io/ or similar services.

Separate your keywords (phrases) in the list with a semicolon ; Times New Roman or similar font is used, 12 points, single spacеd.

The length of the Abstract section together with a list of keywords (remember, one empty line separates them as shown above) is approx. 250-350 words (0.6 – 0.9 page) – please, refer to services to convert specified number of words to approx. number of pages – e.g. https://wordcounter.net/words-per-page.

The text is aligned at both sides of the page (the same requirement is valid for all following sections of the document / report).

# Introduction

This section (pay attention to the fact: сomplete, final and carefully verified text!) provides the context for the proposed project (research), explains the background of the research work (from a broad sight

down to more narrow one; personal motivation must be mentioned as well). We can roughly estimate that the length of the Introduction section should be about 9-12% (up to 13-14%, it depends upon specific features of the topic under consideration) of the size of the entire MS Thesis (dissertation). The more advanced the research done, the longer the text of the Thesis that reports it…

* NOTE (adopted from https:/[/www.proof](http://www.proof-reading-service.com/en/blog/long-dissertation-thesis-introduction/%29)-[reading-service.com/en/blog/long-dissertation-thesis-introduction/):](http://www.proof-reading-service.com/en/blog/long-dissertation-thesis-introduction/%29)

«… The following … points are particularly relevant to a thesis that makes an original contribution to knowledge. Some of them may not be necessary or useful for your thesis, they might be presented in a variety of different orders. However, the introduction to a scholarly thesis or dissertation should

* 1. Identify clearly, accurately and with as much precision as possible the topic, problem or phenomenon, on which your research focuses. This can be done at any point in the introduction, but mentioning it in a brief and engaging manner near the beginning and then developing it into a more comprehensive statement often works well,
	2. Provide background information for the topic you are exploring. This can take many forms including a survey of the history of the occurrence of the problem or phenomenon and a summary or brief review of previous research on the topic,
	3. Explain the value or significance of your research, which is often achieved as or immediately after you introduce background material. Significance can be demonstrated by describing the impact of a problem, its complexity, its occurrence and persistence, and the number of people … affeсted,
	4. Indicate gaps, problems, misconceptions and the like in the published research on your topic or in your subject area, and suggest how your research aims to fill those gaps, resolve the problems and correct any misconceptions,
	5. Introduce, usually briefly, the methods and approaches you have adopted or devised to investigate the topic or problem. Your methodology need not be new, but it should be the most effective possible,
	6. Describe the context of the research, establish a conceptual framework (CF) for the thesis; CF is very much like an accurate textual map of the ‘territory’ investigated in your research, so it should allow you to include in meaningful ways everything you wish to report, discuss, interpret and argue,
	7. Outline the aims and objectives of your research. The aims and objectives of a thesis should not only be reasonable and attainable, but also clearly stated, so displaying them in a list can be particularly effective and so can numbering them in order of importance,
	8. Present your research questions and hypotheses. Determining exactly what your research questions and hypotheses are can be an excellent means of defining and understanding your research more clearly, and therefore reporting it more effectively to your readers. A list can be helpful here as well, and you may want to arrange questions and hypotheses in relation to your methods,
	9. Provide a brief summary of the contents of the thesis or dissertation. Academic, scientific and research writing tends to lay out the ground of a document for its readers, and this can be an excellent way of connecting the end of your introduction to the beginning of your next chapter or section».

In short, your thesis «… introduction should generally do the following things: (a) provide preliminary background information that puts your research in context, (b) clarify the focus of your study, (c) point out the value of your research, and (d) specify your specific research aims and objectives» (http[s://www.](http://www.oxbridgeessays.com/blog/writing-dissertation-conclusion-introduction-abstract/%29)oxb[ridgeessays.com/blog/writ](http://www.oxbridgeessays.com/blog/writing-dissertation-conclusion-introduction-abstract/%29)i[ng-dissertation-conclusion-introduction-abstract/).](http://www.oxbridgeessays.com/blog/writing-dissertation-conclusion-introduction-abstract/%29)

As for now (for the Project Activities Report under consideration), we may assume that the length of the Introduction section will about 5 to 8 pages long.

The Introduction section must provide a solid base for a reader to understand the background of the proposed project.

The indent of the first line of each paragraph is 4 to 5 blanks (consider ‘Tab’ to be 4-5 blanks). Each section in the document starts with a new page!

The titles of document’s sections as they are shown now must not be altered!

Recommended margins for the text of the report:

2,5 cm from the left side, 1,75 cm – from the right side

2 cm from the top edge of the page and from the bottom edge of the page.

# Bibliography (References)

List all sources (papers, articles, books, journals, documents, reliable Internet-sources, professional resources, training materials (of conferences, master-classes, etc.), …) in the alphabetical order. Use either APA or IEEE citation styles (depends solely on your preferences).

Make sure that all references are properly formatted, and they are all used in the text (aforesaid sections) of the proposal (no "dangling" references)…

Indents of lines are not used.

The mandatory font color (of the text) is black.

# Appendix

This section (it is optional) covers graphs, charts, diagrams (e.g. component, use case, activity, sequence, deployment, etc.), voluminous tables, algorithms (if they are long enough for the main text), various illustrations (drawings) and their explanatory notes, etc.

## Project Evaluation Sheet

### Title of the Project:

{ Title of the Project / as appears on the Title page }

{ Title of the Project - *cont-d* }

### Type of the Project:

{ Type of the Project – write in one of *Individual Project* or *Group Project* }

### Project’s Time Frame – start date: end date:

{ Date must be specified } { Date must be specified }

|  |  |
| --- | --- |
| **Project’s Supervisor**:as appears on the Title page |  |
| **Member of the Project** 1:Surname, Name (of the student) |  |
| *Items of the resulting assessment* 2 | *Grade on a 10-point scale (number)* | *Notice, if required* |
| **Ogoals**: Clarity and correctness of the formulation of goal(s) and tasks of the project work |  |  |
| **Osuccess**: Success rate (degree of achievement of the intended goals(s) and tasks of the project work) |  |  |
| **Ocompeten**: Assessment of the formation of expected competences |  |  |
| **Oindivid**: Assessment of the individual participant's contribution to the group project work |  |  |
| **Oteam**: Evaluation of teamwork (team communication) |  |  |
| **Otext**: Assessment of text quality (hardcopy of report submitted), depth of material elaboration |  |  |

1. For group projects, the evaluation sheet is filled in for each group member; in case of individual project, simply write down student’s surname and name
2. Only the required components of the resultant grade are used in calculations; if, in the opinion of the supervisor, a component is not used, a dash can be inserted in the corresponding row of the matrix shown. Additional components can be added, if needed – simply mention them in the section ‘Comments and Remarks by the Supervisor’ for inclusion in the resultant grade ORES calculation formula

|  |  |  |
| --- | --- | --- |
| **Osource**: The completeness of information sources used in the work (books, articles, electronic resources of the library of the NRU HSE, Internet resources, etc.) |  |  |
| The formula for calculating the resultant grade **ORES** (indicating components in use and their weights) | **ORES** = |
| **Recommended Resultant Grade:** *out of* ***10*** | { Supervisor’s signature } |

## Comments and remarks by the Supervisor:

#### Date of evaluation’s sheet completion:

{ Date – DD.MM.YYYY }