**Project’s report structure**

1. Title page
2. Table of contents;
3. General description of the Project:

* Initiator, head of the Project;
* Type of the Project;
* Place of work on the Project (name of the organization, structural unit/other).

1. Body (the main part):

* Description of the implementation of the Project’s work;
* Description of the Project’s results (product);
* Description of the used methods and technologies used;
* Description of student’s role in the Project team (required for a group project)\*;
* Description of challenges and difficulties encountered during the Project (if it is valuable in the context of the project goal)\*.

1. Conclusion (evaluation of individual results of the Project, formed / developed competencies);
2. Project’s results (text, photographs, links, and other materials confirming the result)[[1]](#footnote-1);
3. Appendix (if necessary: presentation, graphics, diagrams, tables, algorithms, illustrations, reviews, etc.)\*.

The “\*” marks the items that can be optionally presented in the report.

Report design is carried out per the requirements defined in the methodological recommendations on written works for students of the “Business Informatics” area of study.

1. Except for the cases where the result cannot be posted for reasons of secrecy, commercial secrets [↑](#footnote-ref-1)