

I494 Project Completion Procedure 2008/2009

This document describes the set of artifacts that each project team should deliver in order to satisfactorily complete the semester:

- 1) A brief project abstract (not more than two pages) that provides a high-level description of your project that is understandable by a non-expert reader. The abstract will ultimately be posted on the capstone website for future teams, customers, employers, etc. **Submit this in electronic and paper form.**
- 2) A color poster that will be displayed at the capstone fair and in the building, on a rotating basis to serve as an even quicker overview of your project. You can use PowerPoint to create the poster by setting page size to the appropriate settings. The library has a plotter that can print large format paper for a small fee. Before you print a large format poster, however, make a draft and show it to the instructors for some quick feedback. **Submit this in electronic and paper form.**
- 3) If you have a functioning system, create a short 1-2 minute video of the system's user interface in AVI format. We have installed a nice full motion video capture suite of tools in the 003 lab called Camtasia that will record everything that happens on the screen. You can even add annotations and voiceovers if you want **Submit this in electronic form.**
- 4) A longer project report that describes more low-level details of the project. This may include the documents (requirements, designs, etc.) that you have generated over the course of the semester. Use this document to provide a sense that there was an overall plan behind what you accomplished. Discuss what you did not accomplish that you wanted to, as well as reasons why you think the project may have experienced problems and what you would do differently in retrospect. **Submit this in electronic and paper form.**
- 5) Attendance by team at capstone fair 3:00PM-6:00PM on Friday, May 1.
- 6) All access cards that were checked out during the year.
- 7) A completed team evaluation form handed in to one of the instructors.

Please submit all electronic materials on a labeled CD or DVD. You should make one for yourself as well, because we cannot guarantee that systems will stay in place and accessible in the future. Place the CD along with all paper deliverables and all access cards for your team in a labeled manila envelope.

While some items are due by the capstone fair, the remainder of the items must be turned in by 5:00PM Monday, May 4 for consideration. Items turned in after this time without previous consent may not be considered while calculating final grades.