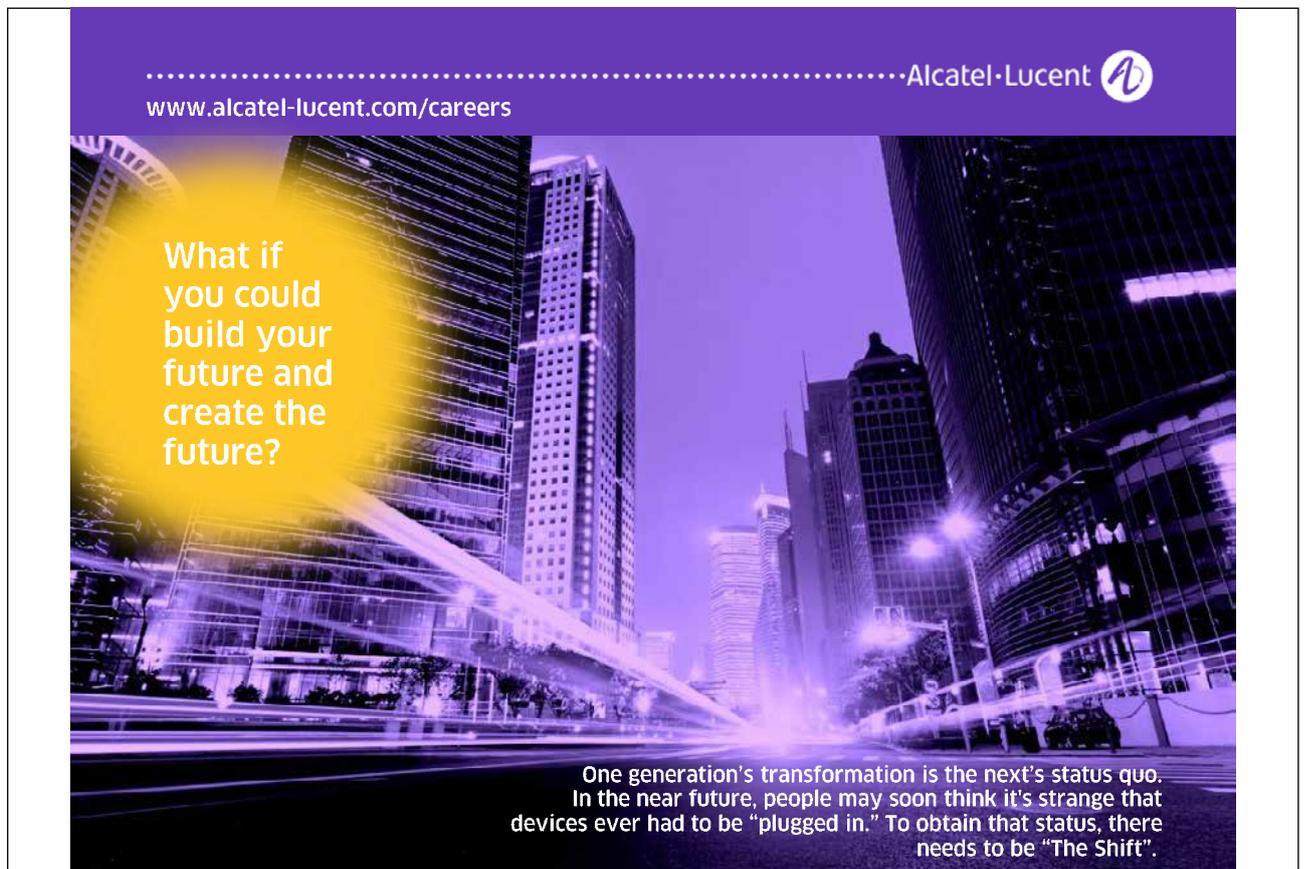


# 11 Supporting Documents

To support your final report with more evidence, it is a good idea to have an appendix through which you can provide some extra documents. These documents should aim in helping your supervisor to have a better figure on what you have done during your final year project. This appendix may include several items. Certainly there is no restriction in it, however, below some specific parts have been suggested, which I think can be considered as the minimum.

## 11.1 Codes

Depending on your department request, you might or might not include your codes in your report. In some cases when you are using open source systems they provide you with a framework and its related source of codes, such as those which are used for building portals, for example. It is not necessary, if not applicable, to print all the codes that are not yours. Rather, it is better to concentrate on the customized parts and print some samples of which. In addition, there are non-open source projects for which enormous codes are created, whether automatically or manually. For this type of projects as well, some samples of the code would suffice. Below you can find some tips on how you should prepare your codes for your final report.



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One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be "plugged in." To obtain that status, there needs to be "The Shift".



**Tips on presenting software code in your report**

- Include those parts of code that is your work.
- Make sure that you have properly commented the codes.
- Provide a title that represents the main functionality of the code.
- If you have customized an open source, make sure that you have properly referenced its origin.
- Do not include parts of code, which are automatically generated by the tool you have used for the implementation.

## 11.2 Test Documents

Provide your test cases, test data, and test results as evidence of your testing process. Categorize test documents based on the guidelines, which were provided in chapter 9.

## 11.3 Project Diary

As it was mentioned in section 3.4, it is a good practice to keep a diary for your final year project. Do not forget to provide this document as a supplementary document to show what has happened during your long journey through your final year project.

## 11.4 Electronic Documents

Obviously, in almost the entire computing projects your documents and products are mainly in electronic format. Your final year project is exceptional in this regard. According to your department procedures for the final year project, you might be asked to deliver your project on a physical medium, and electronic medium, or both. Regardless of the format, paying attention to the preparation of these documents and organizing them properly have a great impact on your project evaluation.

In the following subsections, I will provide you with some useful tips on preparing these documents.

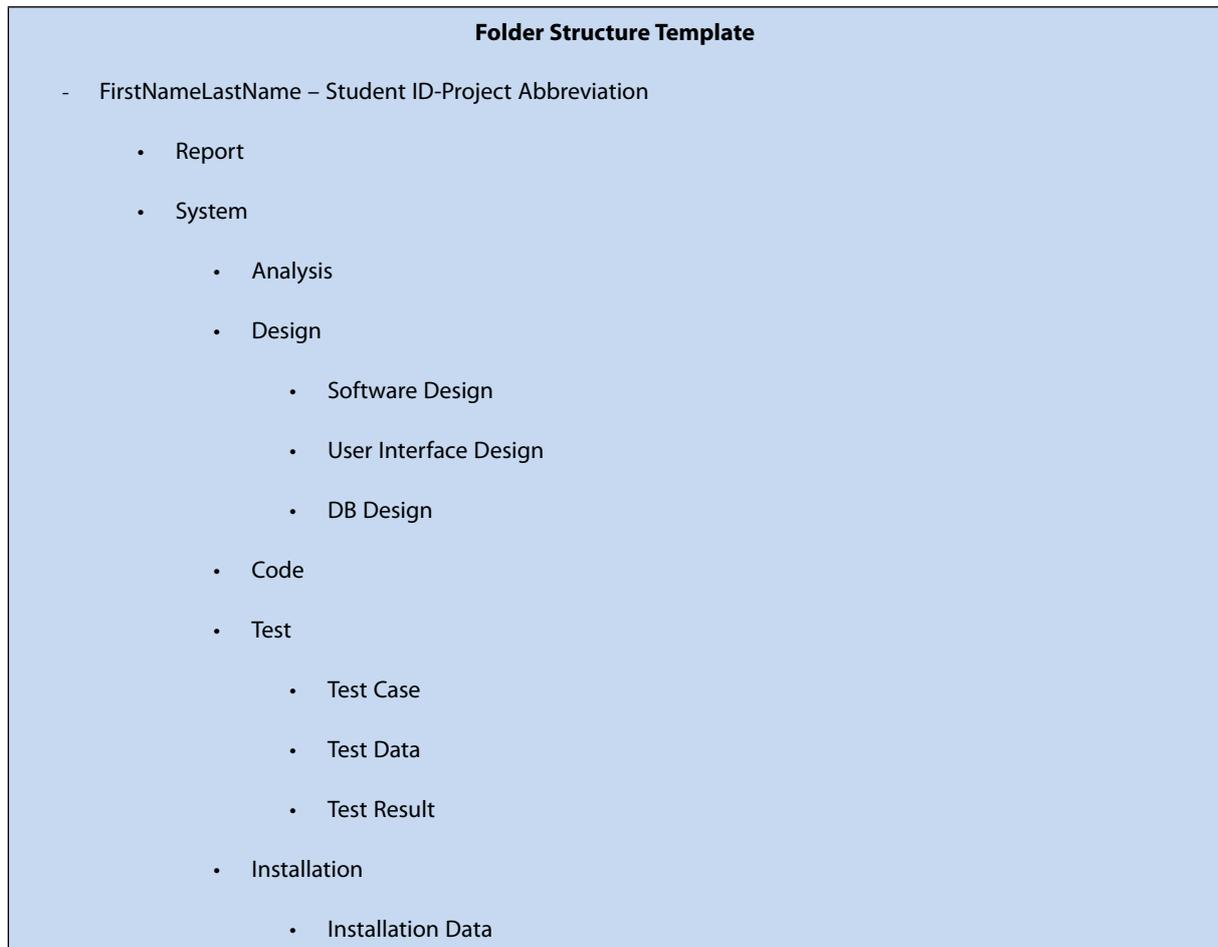
### 11.4.1 Physical Medium

If you are asked to prepare a physical medium on which you should provide your final year project, make sure that you have paid utmost attention in preparing this item. Sometime, because of the procedures, if your physical medium could not operate properly it would be considered as incomplete project. This may cause you a severe penalty in your project evaluation. Below you can find some helpful hints on preparing a physical medium for your final year project.

**Tips on Electronic companion of your report / physical medium**

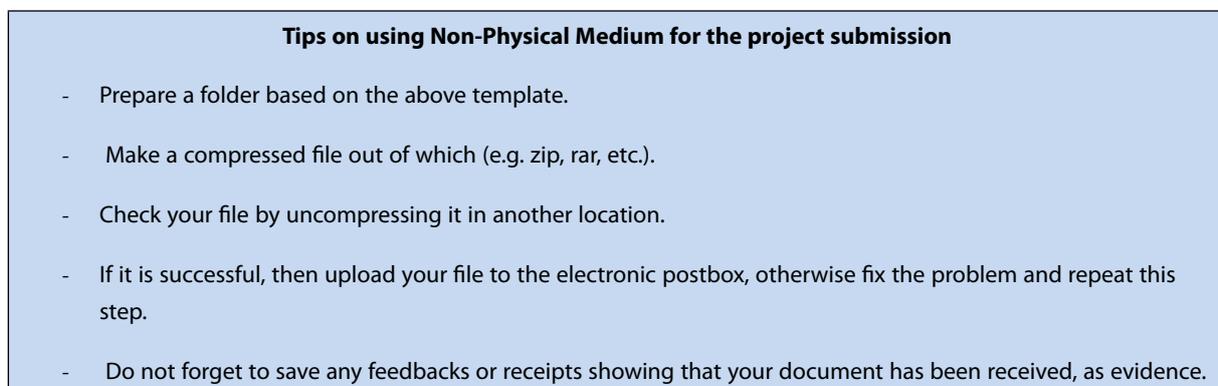
- Always support your report with a digital media (e.g. CD/DVD), which includes:
  - The system
  - The designs, codes, test cases and test data
  - Sample data/database (if it is applicable)
  - Installation guides
  - The final report (in pdf, MS Word, etc. format)
  - The presentation
  - Other supportive documents (screen shots, DB SQL files, etc.)
- Label this media properly using special markers. (I have received CDs, which were not readable because they have been written on with ballpoint pencils!)
- Include in this label at least:
  - Your name
  - Student ID
  - Project Name
  - Course title and code
  - Department
  - Supervisor
- Academic year/semester.
- Use a proper cover for the media that can be attached to your final report.
- Check your media by copying it on your computer to see that everything is OK.
- Organize all the above under properly structured folders and subfolders with proper naming style.

A template for the folder structure for your final year project can be found below.



#### 11.4.2 Non-Physical Medium

Nowadays you are usually asked to post your project to an electronic postbox. In this case, follow the procedures of the electronic postbox, if there is any, otherwise find below some tips about how to provide your documents via this medium.



## 11.5 Summary

Your project report needs to be supported by several documents. One reason is that you may have some restrictions on the word count for the report, which is imposed by the university/faculty/school/department rules and regulations. In this case, supporting documents are normally not counted as the report word count. Moreover, putting these documents may distract your reader's attention (i.e. your supervisor or other examiners) from the main concepts and subjects that you would like to present throughout your report. For example, if you have prepared a user's guide or installation guide, it is better to organize them as supported documents in the appendices. Again, the project plan, project diary, and/or possible questionnaires that you might have, can be provided as supporting documents. In addition, test scenarios, test data, test results, program codes and such can be provided as supporting documents as well.

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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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