

# Phase 1 Report Guidelines

## Section 1: Introduction

*Present, from the point view of clients/customers, what the system to be built is, what it is for and why it is important.*

## Section 2: Project Description

*Description, from technical point of view, of the project and the system to be designed and implemented.*

*This section is the most important part of the report.*

- Project definition and description (Objectives of the project, function of the system to be built and design specifications of the system, potential clients)
- Technical contents of the system (structure, blocks, devices, ...)
- Simulation and test plan (simulation, test, measurement, qualitative and quantitative assessment of the system of your project)

## Section 3: Task Breakdown

Examine the project and divide it into large tasks. For example if a project involved writing a new online game, the major tasks might be: Coding the game intelligence, Coding the graphical interface, Coding the network interface, & testing integrated code. Each if these tasks may have subtasks.

### 3.1 Task Descriptions

- Task 1: Brief Description
  - Sub-Task 1: Brief Description
  - Sub-Task 2: Brief Description
  - Sub-Task 3: Brief Description
- Task 2: Brief Description
  - Sub-Task 1: Brief Description
  - Sub-Task 2: Brief Description
  - Sub-Task 3: Brief Description
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- Task N: Brief Description
  - Sub-Task 1: Brief Description
  - Sub-Task 2: Brief Description
  - Sub-Task 3: Brief Description

### 3.2 Task Assignments

List the person responsible for each of the subtasks listed above.

Task	SubTask	Person Responsible
1	1	Mr. X
		Mr. Y



## **Section 5: Special requirement for resources**

*List the main software packages and hardware tools/instruments required*  
*Special components*  
*Special wiring and cabling*  
*Special space*

## **Section 6: Budget**

*Budget is used to purchase the parts that are not readily available in the department.*  
*Not all projects shall have this section.*