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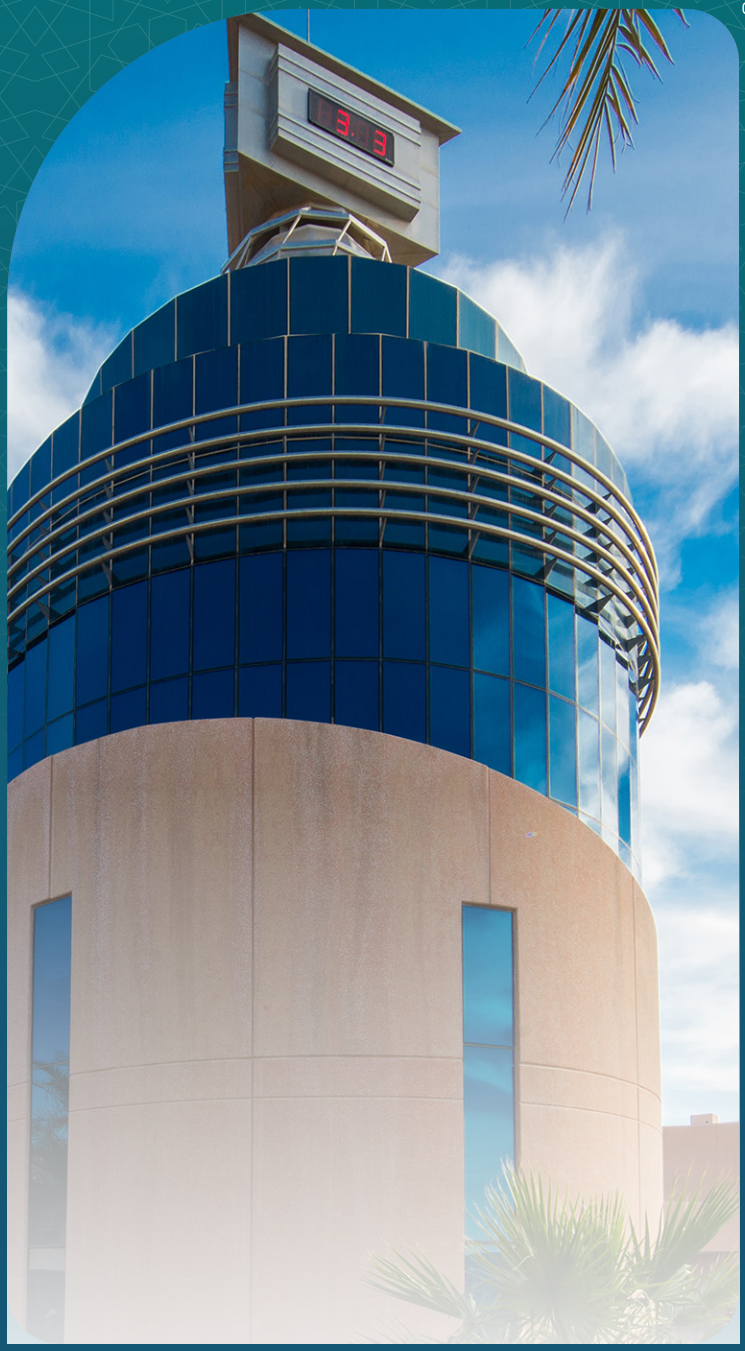
كلية علوم الحاسب وتقنية المعلومات
College of Computer Sciences & Information Technology



GRADUATION PROJECT MILESTONE REPORTS GUIDELINES

(A Structured Guide for Graduation Projects)

Prepared by: CCSIT-GPC (2024-2025)
Ver. 01

GRADUATION PROJECT MILESTONE REPORTS GUIDELINES

This document serves as a structured guide for the preparation of Graduation Project Milestone Reports. It outlines the essential sections to be included in each milestone report, ensuring clarity, completeness, and academic rigor. Each milestone represents a phase in the project lifecycle, from initiation and planning to design, development, implementation, and final deliverables. Students should progressively fill in the required details during each phase of their project to maintain a comprehensive and well-documented report. Sections before the introduction, such as cknowledgments, undertaking, and abstracts, table of contents, list of tables and figures should be completed as the reports evolve. Additionally, all references must be properly cited and included at each stage.

The following sections should be completed during report submissions.

Preliminary Sections (Before the Introduction)

I	**Title Page (cover page)**	Project title Team members' names and IDs Supervision and committee member Month/year
II	**Acknowledgment**	A brief note of gratitude to individuals or organizations that supported the project initiation phase
III	**Undertaking**	A signed declaration affirming that the work is original and adheres to academic integrity guidelines.
IV	**Abstract**	Brief overview of the project idea, objectives, and expected outcomes. (Limit to 250–300 words.)
V	**Table of contents**	Detailed list of sections and subsections with corresponding page numbers.
VI	**List of Tables**	Provide a numbered list of all tables used in the report with their titles
VII	**List of Figures**	Provide a numbered list of all figures used in the report with their titles

A. Milestone 1: Project Initiation (Proposal and Planning)

Introduction

- Background of the problem or opportunity.
- Objectives and goals.
- Motivation
- Problem statement

Literature Review

- At least 6-10 related studies
- Critical comparison of existing work, identifying gaps and contribution

Scope and Deliverables

- Definitions of the project's scope
- Alignment with KFU identity and societal impact
- Expected project deliverables.

Methodology

- Challenges and Proposed Strategies
- Approach to be followed/applied
- Tools and techniques to be applied/ used

Project Requirements

- Functional requirements ((what the system will do).
- Non-functional requirements (performance, security, usability).

Work Timeline

- Gannt chart, MS project or any high-level timeline
- Key milestones and deadlines

References

- (This section should be completed during report preparation)
- List of all sources cited.

B. Milestone 2: Design and Development

Design and Analysis

- System architecture and design justification
- Diagrams (e.g., flowcharts, wireframes, UML, Use Case, database design)

Technical Development Plan

- Comparison of alternative solutions/ approaches
- Details of tools, programming languages, or platforms used.
- Code snippets or algorithms (if applicable).

References

(This section should be completed during report preparation

Initial Results

- Initial results (if applicable).

The combined structure of M1 & M2: The Final Project Proposal Report includes:

- Introduction
- Literature Review
- Scope and Deliverables
- Methodology
- Project Requirements
- Design and Analysis
- Technical Development Plan
- Work Timeline
- References

C. Milestone 3: Implementation and Testing

Implementation Details

- Deployment steps.
- UI Screenshots & functionality descriptions.
- Infrastructure setup (e.g., computational resources, cloud servers, databases).

Testing Process/ Results

- Testing methods (metrics for evaluation, robustness, testing unit integration or acceptance testing).
- Test cases, results

Result Analysis.

(Updated version of M2 results and will be updated in M4

Challenges and Resolutions

- Obstacles faced during implementation and solutions adopted.

References

(This section should be completed during report preparation)

D. Milestone 4: Final Deliverable

Final Implementation Details (Refined Version)

- Finalized deployment documentation
- UI screenshots, descriptions, and functionalities

Final Testing Process/ Results

(Refined Results)

Result Analysis and Impact

- Performance evaluation metrics (speed, efficiency, accuracy)
- Impact analysis: How it aligns with KFU identity and contributes to the community.

Conclusion and Recommendations

- Summary of challenges and solutions.
- Reflections on lessons learned.
- Suggestions for further work or scalability.

Appendices

-User manuals, technical documentation, sample codes and/or additional resources.

References

(This section should be completed in the final report)
- Provide a complete list of all sources used throughout the project.

The combined structure of M3 & M4: The Final Project Implementation Report includes:

- Introduction
- Literature Review
- Scope and Deliverables
- Methodology
- Project Requirements
- Design and Analysis
- Technical Development Plan
- Implementation Details
- Evaluation and Impact
- Conclusion and Recommendations
- Work Timeline
- References

Submission Requirements

All project implementation students are required to submit the following to the GPC in their department (the supervisors should deduct five marks for late submission):

- A printed signed Graduation Project Checklist form. This form should be filled and signed by the project supervisor.
- Two copies of a hard-bound report in the required format.
- The color of the hard cover should be:
  - **Dark Blue** for IS students
  - **Dark Green** for CS students
  - **Maroon** for CN students
  - **Black** for CE students
- The spine of the report must contain the project title (students may use a short title if the actual title is too long to fit) and the project ID (sample reports are available in the College library for reference).
- A CD/DVD containing:
  - A soft copy of the final report
  - Complete source code of the project
  - Free software tools/IDE used in development
  - How-to instructions for setting up the environment and database, which may help future students extend their work

Final Notes and Submission Guidelines

Adherence to Guidelines:

This document provides a structured framework for graduation project documentation. Following these guidelines ensures that reports are comprehensive, well-organized, and meet academic standards.

Plagiarism Policy:

All reports will undergo plagiarism detection. A similarity index above 15% (excluding references) is not acceptable and may result in penalties. Proper citation and originality are mandatory.

Continuous Documentation:

Proper documentation throughout the project lifecycle is important for tracking progress, overcoming challenges, and demonstrating project impact.

Supervisor & Committee Guidance:

Students should actively engage with their supervisors and committee members for continuous feedback and improvement. Seeking guidance ensures highquality final submissions.

Final Submission Quality:

The final graduation project report should be free of plagiarism, wellstructured, and technically sound. It must reflect original

By adhering to these principles, students will deliver a professional, academically rigorous graduation project report that meets university and industry expectations.

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For communication, contact the

Graduation Projects Committee:

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