

Front Matter

Title page	Name of project, URL, contributors, date
Abstract	One paragraph (150-200 words); state problem, methods, results; conclusions, recommendations. No figures or references in abstract; do not use first person pronouns
Table of contents	Explicit summary of structure with appropriate number of heading levels.
List of figures	If you have four or more figures offer a separate contents list indicating figure by number, caption and page.

Main report

Introduction	motivation, scope and intended audience. Statement of objectives and general description of design.
Technical approach	Design Choices, tools used, platform dependencies, accommodation of different browsers, performance issues
Description of design	Metaphor for design, look and feel, how it works, user scenarios, navigation, links to other sites, justification for links
Evaluation	Evaluation design against original motivation What had to be left undone What you did that did not work Studies of users Project management review
Oral reporting only	Demonstrate Offer opportunity for a Q & A session
Conclusions/recommendations	Further development project Maintenance issues

End Matter

Acknowledgements	
References	Accurate, complete and appropriate. Any work referenced in the main body must be included here – use Harvard referencing system.
Appendices	As required by team. This section may include storyboard/mock ups or specification of planned activities