Al Imam Mohammad ibn Saud Islamic University

College of Computer and Information Sciences

Information Systems Department

Graduation Project Handbook

Spring-2018

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Graduation Project

In the light of the Vision and Mission of the Information Systems Department, the Graduation Project (GP) guidelines are framed which will guide the students in preparing good quality documentation of their graduation project.

1 Introduction

The IS graduation project is spread over two semesters on two courses IS497 GP1 and IS498 GP-2. In GP-1 the students are expected to propose, analyze, and design an information system under direct supervision of a faculty member which will be implemented and tested in GP-2. The course requires students to synthesize and apply materials learnt during the previous courses of the IS Program. Detailed description of both GP-1 and GP-2 courses can be found in the respective Course Specification documents.

2 Objectives

Upon successful completion of the graduation project, the students will be able to:

- Recognize the problem that can be solved by Information Systems.
- Interpret the system requirements based on analysis.
- Write management plan for an information systems development project.
- Analyze, and design an appropriate computing solution.
- Implement the designed information system.
- Evaluate the effectiveness of a system.
- Function effectively on teams to accomplish a common goal.
- Communicate effectively with a range of audiences.

3 Components of Graduation Project

3.1 Initial Proposal

The student must submit a short written proposal for the project prior to beginning the work. This proposal describes the general scope of the work including the problem the project will address, the tools and software to be used, and the list of the group members. Appendix A presents the prescribed template of the initial proposal. This proposal will scrutinized for approval by the Supervisor and the GP-Committee using the form presented in Appendix B.

3.2 Project Proposal (GP-1 Report)

During the first semester of the graduation project, the students are expected to produce a detailed project proposal known as GP-1 report. The report includes an introduction to the proposed project, specific objectives, review of existing systems and relevant literature, list of requirements for the proposed project, detailed time line and work breakdown structure of the project. Section 12.1 – 12.3 of this handbook presents the prescribed sections to be included in the GP-1 report

3.3 Implementation

Every graduation project requires to have a technical implementation component. This includes hardware and/or software. The exact implementation required will depend on the specific nature of the project.

3.4 Project Report (GP-2 Report)

At the end of the second semester of the graduation project, the students have to produce a final project report. The report should describe the problem addressed in the project, the objectives of the projects, detailed functional and non-functional requirements, and detailed system analysis and design of the project. Section 12 of this handbook presents the prescribed sections to be included in the project report

4 Key Stakeholders and Their Roles

The main stakeholders of graduation project are students, supervisors, GP coordinators, GP instructors and GP examiners.

4.1 Students

Students are the primary stakeholders who are directly involved throughout the project period. Graduation projects are usually done in a group of two to three students under the supervision and guidance of a supervisor and two committee members. Students should work together as a team for a shared goal under the direction of their supervisor.

4.1.1 Responsibilities of the Students

a) During GP-1, students are strongly encouraged to propose their own topics (project ideas) based on their background and interests. In doing so, they should formally and informally discuss with the faculty members, GP-1 coordinator to find the most suitable project and supervisor for themselves. Students may join any project offered or sponsored by faculty members or external partners. The details of the activities during GP-1 and related deadlines are published at the beginning of each semester.

b) GP-1 students must attend regular classes and submit their project proposal deliverables within the specified deadlines.

c) During GP-2 students must attend all weekly project meetings with their supervisors.

d) Students must submit the weekly meeting forms signed by their supervisors to the GP Coordinator.

e) Students must submit all deliverables as required. See Section 8 for details.

4.2 Supervisors

All IS faculty members are eligible to supervise graduation projects. The supervisors play a key role in guiding the students with their graduation project throughout the project period.

4.2.1 Responsibilities of the Supervisors

a) Guide students in writing their project report and in project implementation.

b) Evaluate the students' project proposal report during GP-1.

c) Allocate tasks to students as required to achieve short and long-term project goals.

d) Allocate at least 1 contact hour weekly for each GP-2 groups under supervision.

e) Provide weekly feedback on project progress and deliverables for the subsequent week on the weekly meeting forms to keep the students aware of their progress in their project.

f) Evaluate final project report and project implementation.

g) Cooperate with GP coordinators and GPC in communicating with the students and fulfilling various requirements as they arise such as surveys, nomination for conferences, etc.

4.3 GP Coordinators and Graduation Project Committee

The GP Committee is responsible to facilitate and coordinate the graduation projects related matters in the Department. The GPC comprises GP coordinators of GP-1 and GP-2 nominated by the department.

4.3.1 Responsibilities of GP Coordinators and GP Committee

a) Facilitate the GP processes such as publishing the list of deliverables and tasks and setting the corresponding deadlines.

b) Approve to graduation project topics.

c) Nominate students for local, national and international events.

d) Be the primary contact for any dispute resolution related to graduation projects.

5 Project Selection Criteria

All initial project proposals go through a rigorous selection process. The proposals are initially checked by the supervisors for scope and suitability and then checked by the GP-1 coordinator for redundancy (not a repeated from previous years). Finally, the GP Committee along with all the supervisors discuss all the project in a joint meeting to decide on the acceptability of each project proposal. The table below presents the basic selection criteria followed by the GP Committee. The project acceptance evaluation form is presented in Appendix B.

Sl.	Criteria	Evaluated by
1	Originality/Novel idea	Supervisor
2	Clarity of problem statement	Supervisor
3	Clarity of project goals/scope	Supervisor
4	Possibility of successful completion	Supervisor
5	Feasibility of project plan	Supervisor
6	Software/Hardware/Tools to be used	Supervisor
7	Expected output	Supervisor
8	Writing skill	Supervisor
9	Free from Plagiarism	GP Coordinator
10	Redundancy	GP Coordinator

6 GP-1 Evaluation

Each chapter of the GP-1 report (project proposal) is evaluated by the respective supervisors. At the end of the semester each group have to give a presentation on their project proposal which is evaluated by the GP-1 course instructor. The distribution of the GP-1 marks are as follows:

Chapter 1	30%
Chapter 2	30%
Chapter 3 + (Revised Chapter 1 & 2)	30%
Presentation	10%

The relevant evaluation rubrics and forms are given in Appendix C and D respectively.

7 GP-2 Evaluation

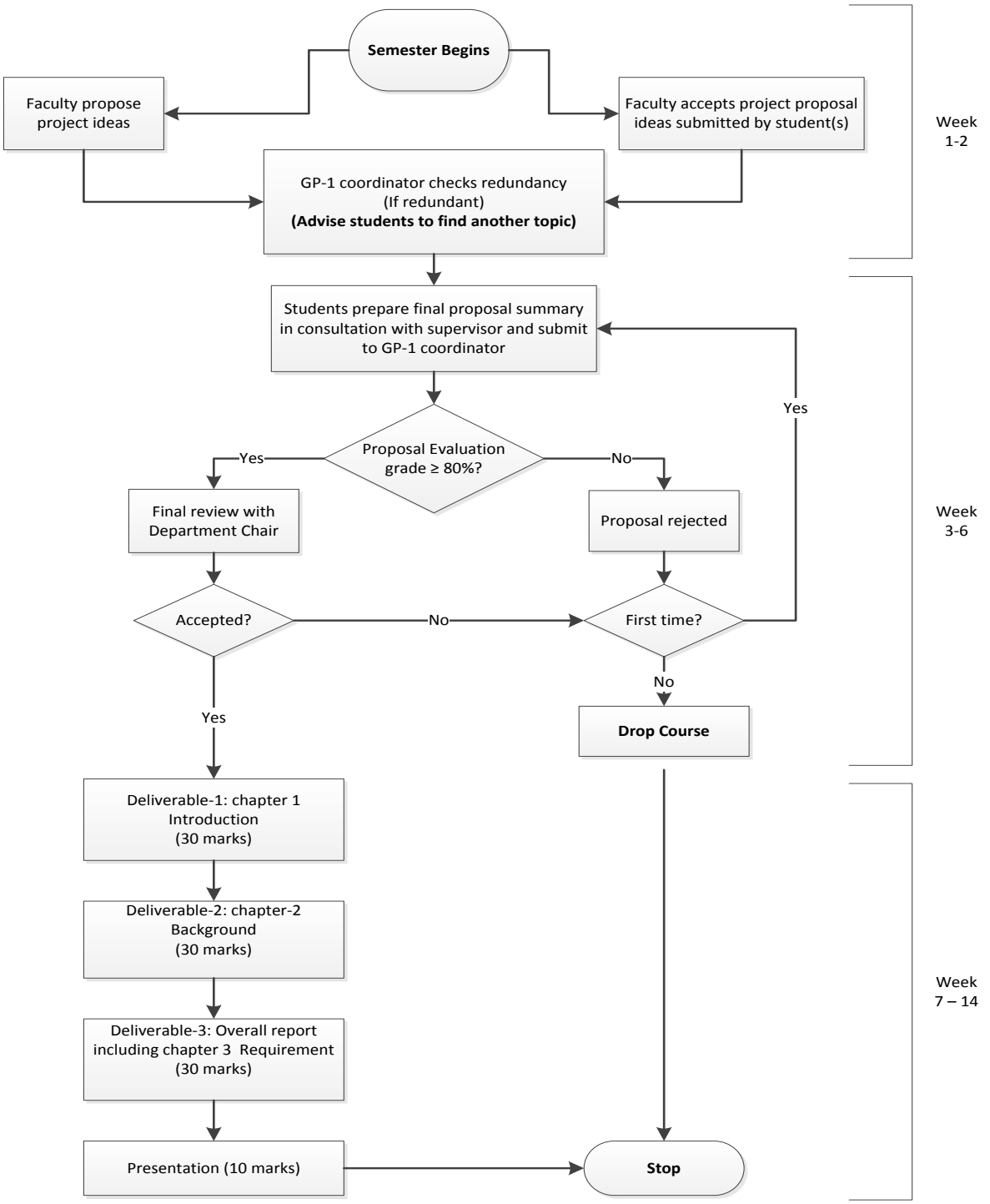
GP-2 groups are evaluated by their supervisors, examiners, and the GP-2 coordinator based on their project report, practical implementation, and their overall performance regarding all the deliverables throughout the semester (as described in Section 8.2). The distribution of the GP-2 marks are as follows:

Supervisor	55%
Examiner 1	20%
Examiner 2	20%
GP-2 Coordinator	5%

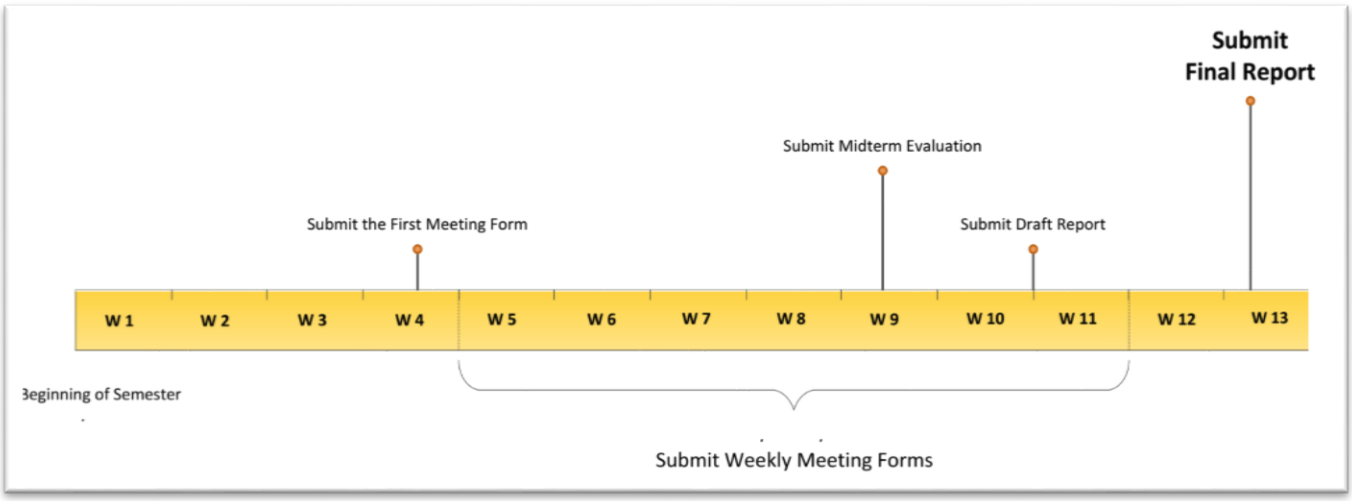
The relevant evaluation forms are given in Appendix E .

8 Graduation Project Timeline

8.1 GP-1 Completion Timeline



8.2 GP-2 Completion Timeline



9 Dispute Resolution

In the event of a dispute or a problem, students may seek help and advice from their supervisor or GP coordinator who in turn consults the department chair and GPC to find an amicable solution towards successful completion of their graduation project.

10 Copyright and Intellectual Property Rights

At the completion of the graduation project, students are required to submit all deliverables and outputs of the projects (software, hardware and data used and produced by the project; source codes with carefully written readme or how-to instructions, etc.) to their supervisors.

The university is the rightful owner of copyright and all intellectual property rights of all student's work. Any tangible and intangible benefits (including publications, financial proceeds) from students' project should be shared among the students, the supervisor and the university based on the Department's policy in line with the university's intellectual property regulations.

10.1 Academic Integrity and Plagiarism

Academic integrity is the pursuit and presentation of learning and scholarship in an honest, transparent, and respectful way that values personal responsibility, original expression, and proper attribution.

Plagiarism, a specific subset of academic dishonesty - violation of academic integrity, is the representation of another person's work, words, thoughts, or ideas, as one's own. Plagiarism includes, but is not limited

to, copying material and using ideas from an article, book, unpublished paper, or the Internet without proper documentation of references or without properly enclosing quoted material in quotation marks. Plagiarism also includes sentences that follow an original source too closely, often created by simply substituting synonyms for another person's words.

Any incident of violation of either academic integrity or plagiarism will be dealt by the Supervisor and the GP Committee and subsequently reported to the College Committee for Academic Integrity to decide on appropriate action.

11 Report Writing Guidelines

11.1 Formatting Guidelines:

1. Use the given template that includes at least the following information:
    a. Project title
    b. Members' names, and IDs
    c. Supervisor's name
    d. Semester (Fall or Spring) and Year
2. Use **only black** color for text.
3. Use **"Times New Roman"** font.
4. Use headings in **decreasing-size** fonts:
    a. 18-pt chapters
    b. 16-pt section headings
    c. 14-pt subsection headings
    d. 12-pt sub subsection headings
5. Headings should follow a **consistent heading style** (i.e. capitalize first letter of each word)
6. **12-pt** as font size in your normal text
7. Line spacing should be **1.5**.
8. Margins: **1 inch= 2.54cm** from the top, bottom and right sides of the page and **1.25 inches = 3.175cm** from the left side.
9. Alignment: **Justified**
10. Make sure that the diagrams are **clear and labeled**.
11. Spacing should be consistent:
    a. Spacing between sections should be same.
    b. Spacing between a heading and paragraph should be same,
    c. Spacing between paragraphs should be same, and
    d. Spacing between bullet points should be same.
12. Reference section should satisfy **IEEE referencing format [Numeric Format]**.
    a. The report structure provided in the template is the minimal requirements for a report, it is open for students and supervisors to add sections and subsections as needed.
13. Sections and subsections numbering should be consistent.

11.2 Language and Grammar Guidelines

1. Proper grammar, spelling, and sentence structure. Advice: Spell and grammar check your work before submission.
2. Sentences should not be too long.
3. Proper paragraph structure with a topic sentence and detail sentences which flow directly from the topic sentence.
    a. **Note:** One sentence is never a paragraph in academic writing.
    b. All paragraphs have a topic sentence. Detail sentences flesh out the information from the topic sentence in the order introduced in the topic sentence. End of paragraph leads into the next topic.
4. Transition statements should connect paragraph to paragraph and section to section. **Note:** Headings are not transition statements.

    a. The writing flows from section to section and from paragraph to paragraph seamlessly with transition statements creating the flow. The reader experiences no interruption to the flow and understands how each concept or topic connects to the previous one.
5. Arrangement of paragraphs follows logical sequence with clear sentences and comprehension from the beginning of the chapter until the end of the chapter.
6. Shows great depth of knowledge and learning, reveals feelings and thoughts, abstract ideas reflected through use of specific details.
7. Third person point of view need to be followed throughout the documentation. **Hint:** Refer to yourself as project team members or use passive.
8. Your project name should be consistent which means it should appear the same way throughout your report. (**Hint:** if you have decided the project name have capital letters it should always appear with same capital letters.)
9. Naming should be also consistent. For example if you have decided to refer to faculty members as course instructors always use course instructor do not alternate between the two.

11.3 Citation and Reference Guidelines:

1. Support your work with related sources. The more you have the better. It shows that you did your research before committing your project which strengthens your project.
    a. Referenced articles are research-oriented rather than mainstream media.
    b. Referenced works are peer-reviewed or authoritative research articles which have an author(s).
    c. Includes more than 5 major references (e.g. science journal articles, books, but no more than two internet sites. Periodicals available on-line are not considered internet sites)
2. Citation and references follow IEEE format.
    a. All cited works, references, text and visual, are done in the correct format with no errors.

11.4 Chapter Guidelines:

1. Give brief introduction to the reader about the general topics to be covered in this chapter. Start with introducing the chapter and linking it with your project then give a brief explanation about the chapter sections.
2. **Conclusion for Chapter:**
    a. At the end of each chapter, the chapter summary (under **Summary** header) summarize the information provided in the chapter in one paragraph.
    b. The summary is a one sentence summary for each section.
    c. You also can add at the end of the summary a brief for the next chapter.
    d. The tense should be past tense.
3. **Figures and Tables**:
    a. Figures should be clear.
    b. Figures and tables must be labeled with numbers and short descriptions (title).
    c. If a table is represented in multiple pages it would be better to split it and in each new page add the header row to the table for easy reading.
    d. Figures and tables should come after they are mentioned in the text.
    e. Always explain figures and tables in your report so readers can easily follow and understand the intention of these figures and tables. Figures and tables do not explain themselves!

12 GP Report Structure and Content Guidelines

12.1 Chapter 1: Introduction

1.1 Project Overview

1. Give an overview of your project.
2. What the project will achieve and, if necessary, what it will not achieve.

1.2 Problem Statement

1. Explain your initial problem that you want to address.
2. Persuasive problem statement (ideal scenario, current situation and consequences) and
3. References to support the need of the project.

1.3 Project Impact

1. Address the intended impact of your system on society and environment (in local and global context).

1.4 Project Scope

1. Describe what work is in scope for the project, and specifically what work is out of scope. Boundaries and limitations.

1.5 Objectives

1. These should describe the overall goal in developing the project, high level descriptions of what the project will achieve (at the end of GP2).
2. State your objectives clearly in bullet points.
3. These objectives should reflect the project team's goals (final product they plan to achieve at the end of GP2)

1.6 Business Requirements

1. High level business requirements elicited from stakeholders should be presented as numbered list, categorized by both priority and area of functionality to smooth the process of reading and tracking them.

1.7 Alternative Solutions

1. Evaluation of alternative solutions to the problem described in 1.2 and Cost-benefit Analysis of each solution
2. Present the evaluation of the alternative solutions in a table and refer to it in the conclusion paragraph of this section. The conclusion should also provide a closing statement on the evaluation of the alternative solutions.

12.2 Chapter 2: Background

2.1 Overview of Existing Systems

1. Provide an overview of existing system and explain if it consists of subsystems or different systems.

2. Provide an overview for each subsystem or each different system under related subsection.
3. You need to include advantages, and disadvantages under each reviewed system/subsystem.
4. Conclude the section by providing a comparison between the systems under review. This helps clarify the problem and helps to compare your project's idea with other works.
5. You need to demonstrate what portions of your project will take advantage from the existing system and how it will be improved.

2.2 Existing Business Processes

1. The existing business process explains how currently your clients are dealing with the problem, showing current processes followed.
2. Illustrate it in detailed explanation of the existing business processes preferably in BPMN.
3. Current Business Process (As-Is) might consists of subsystems that need to be further explained in BPMN notations.
4. You need to explain each diagram scenario then refer to the figure.

2.3 Method / Approach

1. Explain the chosen software development methodology and justification.
2. The explanation of method phases should reflect phases for the project, not in general.

2.4 Project Planning

1. This section includes WBS, Gantt chart and team members' responsibilities.
2. In the Work Breakdown Structure section you need to refer to the figure and explain it
    - One common mistake is to breakdown work according to the report chapters and sections. That way it seems that the project is the report! That is not correct!
    - Your report is part of your project. It is a task you need to complete at the end or during working on your project. Work breakdown structure should reflect tasks related to your methodology phases and include some other tasks such as documentation. It should not reflect the course deliverables. It should reflect a real world project.
3. Provide a Gantt chart to show your project's time frame.
4. In the Team Member's Responsibilities section you need to refer to the table or figure and explain it
    - You should use same WBS and divide the work between members so that those who are the best at doing some work would be assigned to do it.
    - This shows good leadership skills and team management in planning. Do it as if it is a real project in the real world not an undergraduate course.

12.3 Chapter 3: Requirements Analysis

3.1 Requirement Gathering Techniques Guidelines

1. Introduce gathering techniques used, refer to chapter 2 section 2.3 for more information.
2. Divide gathering techniques analysis into subsections.
3. Provide a complete analysis of the gathering technique results related to requirements only.
4. Other results related to other project issues should come under the appropriate section and should not be reported or analyzed under this section.
5. Detailed results with diagrams should be in the Appendix. Only the analysis of results related to requirements should be under each technique section.
6. Provide a summary of requirements gathered under each subsection.

7. Final requirements gathered in this section should exactly reflect the business requirements introduced in the introduction chapter.
    - Information provided in this chapter functional requirements and nonfunctional requirements should be consistent with the introduction.
    - You need to update the introduction business requirement section if you have included new business requirements from your analysis.

3.2 Proposed Business Process Guidelines

1. You need to introduce this section and explain if the proposed system is divided into subsystems.
2. The proposed business process explains how your clients will deal with the problem by using your proposed system showing the proposed processes followed.
3. Illustrate it in detailed explanation of the proposed business processes preferably in BPMN notations.
4. Proposed Business Process (To-Be) might consists of subsystems that need to be further explained in BPMN.
5. You need to explain each diagram scenario then refer to the figure.

3.3 Functional Requirements Guidelines

1. Briefly explain the Use-case diagram and refer to the diagram (main actors and Use-cases).
2. Provide Use-case descriptions for main functionalities.
3. Briefly explain the Use-case descriptions tables and refer to them.
4. Use UML 2.0 notations

3.4 Non-functional Requirements Guidelines

1. Discuss the non-technical issues (such as – response time, compatibility, green-IT, sustainability etc.) of your project.
2. Divide the non-functional requirements into categories and present them as numbered list.

3.5 User Interfaces Guidelines

1. Discuss the mock interfaces for the proposed system the section provides and for which functions and the sequence they are presented in.
2. Mock interface is a sketch plan of what your system interface will look like, not the actual system. It should be done in simple representation as if you have done it by hand.
3. Do not provide your actual system screen-shots.
4. Explain clearly each mock interface features and functionality and link them with the requirements

12.4 Chapter 4: System Design

Use UML 2.0 notations for all UML diagrams

4.1 System Modelling

4.1.1: Activity diagrams

1. Draw an activity diagram for each use-case separately

2. If a use-case is large and complex, you can divide the use-case into parts and draw an activity diagram for each part
3. Clearly mention the use-case/scenario for the activity diagram in the figure title

4.1.2: Class Diagram

1. Draw a class diagram for the problem domain layer of your system
2. The class diagram should be detailed. Include attribute and function names, visibility/scope of attributes and functions, attribute data types, function input and output parameters etc.
3. Clearly show the relationships between the classes

4.1.3: Sequence Diagrams

1. Draw a sequence diagram for each use-case separately
2. Make sure the objects in your sequence diagram are also present in your class diagram
3. Clearly mention the use-case/scenario for the sequence diagram in the figure title

4.2 Data Modelling

4.2.1: ER Diagram

1. Students should apply Normalization techniques in designing ER Diagram
2. Show all the details in your ERD including relation names, multiplicity, attribute details, etc.

4.2.2: Data Dictionary

1. Use a table for your data dictionary
2. Provide names, data types, and descriptions for each attribute

4.3 Detailed Interface Design

1. Screen shots for input and output interfaces with their small description and purpose to design.
2. You should also provide screen shots showing each functionality described by each use-case

4.4 Component Diagram

1. Show the software component or modules and their dependencies.

4.5 Alternative Designs

1. Discuss the alternative designs and justify your design choice.
2. Example of alternative design choices are own development, outsourcing, purchasing off-the-shelf system, etc.

12.5 Chapter 5: System Implementation

Give brief introduction to the reader about the general topics to be covered in this chapter

5.1: System Specification

1. Provide hardware specifications for your system
2. Provide software specifications for your system

5.2: System Testing

1. Provide a list of system features that you have tested
2. Provide a table to show all the test cases, purpose, inputs, expected outputs, pass/fail criteria, test results for each test separately.

5.3: System Deployment

1. Discuss the deployment process.
2. Provide a deployment diagram for your system showing the software component, processes and objects are deployed into the physical architecture of the system
3. Expected number of users / load on your system
4. Discuss the installation process of your system

12.6 Chapter 6: Conclusion and Future Work

Summarize the main results that you have achieved in response to the problem you have identified earlier and how do this system solve the problem identified and/or address the need to this project**.** Discuss any further improvement or extension that you suggest or plan to do on your system**.**

6.1 Conclusion

Discuss the results you get and the obstacles you face during the different phases. Explain how you overcome these obstacles (training, self-learning, etc) and Summarize what was learned and how it can be applied.

6.2 Future Work

Discuss possible extensions to your work in the future

12.7 References

1. A list of references should include all the documents that you refer to or quote from in your own writing.
2. Use the IEEE format for references

12.8 Appendix *(required)*

A. Code Snippets:

1. Provide codes for implementing 3 major use cases of your project.
2. Queries used for report generation/display of summarized data along with brief description of the queries.

B. Presentation Slides

4 slides per page

C. Miscellaneous

Includes any further data (for example: interview form, questionnaire form, Interview answers, questionnaire responses, remaining figures of data analysis …etc.)

Appendices

Appendix A: Initial Proposal Form

Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences

Information Systems Department

IS497 (GP1)
Spring Semester - 2018
Proposal Summary

Project Title: .....

.....

	Student Names	IDs
1		
2		
3		

Abstract (100 words)	
Objectives	1. 2. 3.
Tools	1. 2. 3.

Supervisor Review:

Supervisor Name	Criteria	Signature	Date
	☐ Accepted ☐ Not Accepted ☐ Accepted With Modifications		----/----/2018

Appendix B: Project Acceptance Evaluation Form

CONFIDENTIAL

Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences
Information Systems Department
IS497 (GP1) Student Project Vetting

Project Title: .....
Group Number: .....
Supervisor: .....

	Student Names	IDs
1		
2		
3		
4		

Grade	1	2	3	4	5	6	7	8	9	10
Originality/Novel idea (supervisor)	○	○	○	○	○	○	○	○	○	○
Clarity of problem statement (supervisor)	○	○	○	○	○	○	○	○	○	○
Clarity of project goals/scope (supervisor)	○	○	○	○	○	○	○	○	○	○
Free from Plagiarism (Coordinator)	○	○	○	○	○	○	○	○	○	○
Redundancy (Coordinator)	○	○	○	○	○	○	○	○	○	○
Possibility of completion success (supervisor)	○	○	○	○	○	○	○	○	○	○
Feasibility of project plan (supervisor)	○	○	○	○	○	○	○	○	○	○
Software/Hardware/Tools to be used (supervisor)	○	○	○	○	○	○	○	○	○	○
Expected output specified (supervisor)	○	○	○	○	○	○	○	○	○	○
Language use/Grammar etc. (supervisor)	○	○	○	○	○	○	○	○	○	○

Note: (***0-Lowest and 10-Highest***)

Score: /100

GP-1 Supervisor Name	Evaluation	Signature	Date
	□ Accepted □ Reject		

GP-1 Coordinator signature: _____

Appendix C: GP-1 Evaluation Rubrics

Chapter 1 Rubrics – Part 1

CHAPTER 1 Part 1 CRITERIA	HIGHLY PROFICIENT	PROFICIENT	DEVELOPING PROFICIENCY	NOT PROFICIENT	Mark 10
Project Overview *What the project will achieve and, if necessary, what it will not achieve*	Almost clear and well overviewed	4-6 evidences of not clear or not well overviewed	7-9 evidences of not clear or not well overviewed	More than 10 evidences of not clear or not well overviewed	
Problem statement *persuasive problem statement (ideal scenario, current situation and consequences) and references to support the need for the project*	Almost clear and well-constructed persuasive problem statement (followed given guidelines)	4-6 evidences of not clear or not well-constructed	7-9 evidences of not clear or not well-constructed	More than 10 evidences of not clear or not well-constructed	
Project Impact *Address the impact of your system on society and environment (in local and global context)*	Almost clear and well described (followed given guidelines)	4-6 evidences of not clear or not well described	7-9 evidences of not clear or not well described	More than 10 evidences of not clear or not well described	
Scope *Describe what work is in scope for the project, and specifically what work is out of scope. Boundaries and limitations.*	Almost clear and well defined (followed given guidelines)	4-6 evidences of not clear or not well defined	7-9 evidences of not clear or not well defined	More than 10 evidences of not clear or not well defined	
Objectives *Overall goal in developing the project, high level descriptions of what the project will do. A concise and precise objective statement stated in bullets.*	Almost clear and well stated (followed given guidelines)	4-6 evidences of not clear or not well stated	7-9 evidences of not clear or not well stated	More than 10 evidences of not clear or not well stated	
Business Requirements *High level business requirements **elicited from stakeholders** should be **listed**, categorized by both priority and area of functionality should clearly reflect requirements gathered in Chapter 3*	Almost clear and well stated (followed given guidelines)	4-6 evidences of not clear or not well stated	7-9 evidences of not clear or not well stated	More than 10 evidences of not clear or not well stated	
Alternative Solutions *Evaluation of alternative solutions to the problem described in 1.2 and Cost-benefit Analysis of each solution*	Almost clear and well evaluated (followed given guidelines)	4-6 evidences of not clear or not well evaluated	7-9 evidences of not clear or not well evaluated	More than 10 evidences of not clear or not well evaluated	
				Part 1 Mark (out of 10)	

Chapter 1 Rubrics – Part 2

CHAPTER 1 Part 2 CRITERIA	HIGHLY PROFICIENT	PROFICIENT	DEVELOPING PROFICIENCY	NOT PROFICIENT	Mark 10
Formatting *Follow formatting guidelines*	Almost followed all formatting guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Language and Grammar *Follow grammar and language guidelines*	Almost followed all language and grammar guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Citation and Reference *Follow citation and reference guidelines*	Almost followed all citation and reference guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Introduction and Summary *Followed introduction and summary structure guidelines*	Almost followed all structure guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Chapter 1 Structure *Followed Chapter 1 structure guidelines*	Almost followed all structure guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
				Part 2 Mark (<u>out of 10</u>)	

Chapter 1 Rubrics – Part 3

Criteria	Points 10
Punctuality and Timeliness	
Teamwork Skills	
Response to Supervisor Feedback	
Handling Questions during Meeting	
Overall Chapter 1 Satisfactory	

Mark	Description
0 – 5.99	Fail
6 - 6.99	Not Proficient
7 - 7.99	Developing Proficiency
8 - 8.99	Proficient
9 - 10	Highly Proficient

Chapter 1 Rubrics: These are the rubrics Supervisors follow to give chapter 1 final mark.

Chapter 2 Rubrics – Part 1

CHAPTER 2 Part 1 CRITERIA	HIGHLY PROFICIENT	PROFICIENT	DEVELOPING PROFICIENCY	NOT PROFICIENT	Mark 10
2.1 Overview (Existing systems and Literature Review (if applicable)) *Describe the problem and how many ways are used currently to handle it. Describe these systems.* **Advantages** *Explain the advantages of using the current system.* **Disadvantages** *Explain the disadvantages of using the current system.* ***In conclusion*** *Demonstrate what your project will take advantage from the reviewed systems and how it will be improved*	Almost clear and well described existing systems, advantages, disadvantages, and section conclusion (Followed given guidelines)	4-6 evidences of not clear or not well described existing systems, advantages, disadvantages, and section conclusion	7-9 evidences of not clear or not well described existing systems, advantages, disadvantages, and section conclusion	More than 10 evidences of not clear or not well described existing systems, advantages, disadvantages, and section conclusion	
2.2 Existing Business Processes *Detailed explanation of the existing business processes preferably in BPMN.* *Current Business Process (As-Is)*	Almost clear and well-presented and explained (Followed given guidelines)	4-6 evidences of not clear, not well presented, or not well explained	7-9 evidences of not clear, not well presented, or not well explained	More than 10 evidences of not clear, not well presented, or not well explained	
2.3 Method/Approach *Software development method and justification that reflects phases for the project not in general*	Almost clear, well justified, and well explained (Followed given guidelines)	4-6 evidences of not clear, not well justified, or not well explained	7- 9 evidences of not clear, not well justified, or not well explained	More than 10 evidences not clear, not well justified, or not well explained	
Project Planning *Work Breakdown Structure (WBS) that reflects a real world project* *Time Frame (Gant Chart)* *Team member's Responsibilities*	Almost clear and well-structured WBS, almost clear Gant Chart, feasible time frame, and almost clear well divided responsibilities (Followed given guidelines)	4-6 evidences of not clear or not well-structured WBS, Gant Chart, feasible time frame, and not well divided responsibilities	7-9 evidences of not clear or not well-structured WBS, Gant Chart, feasible time frame, and not well divided responsibilities	More than 10 evidences of not clear or not well-structured WBS, Gant Chart, feasible time frame, and not well divided responsibilities	
				Part 1 Mark (out of 10 Marks)	

Chapter 2 Rubrics – Part 2

CHAPTER 2 Part 2 CRITERIA	HIGHLY PROFICIENT	PROFICIENT	DEVELOPING PROFICIENCY	NOT PROFICIENT	Mark 10
Formatting *Follow formatting guidelines*	Almost followed all formatting guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Language and Grammar *Follow grammar and language guidelines*	Almost followed all language and grammar guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Citation and Reference *Follow citation and reference guidelines*	Almost followed all citation and reference guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Introduction and Summary *Followed introduction and summary structure guidelines*	Almost followed all structure guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Chapter 2 Structure *Followed Chapter 2 structure guidelines*	Almost followed all structure guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
				Part 2 Total Mark (<u>out of 10</u>)	

Chapter 2 Rubrics – Part 3

Criteria	Points 10
Punctuality and Timeliness	
Teamwork Skills	
Response to Supervisor Feedback	
Handling Questions during Meeting	
Overall Chapter 2 Satisfactory	

Mark	Description
0 – 5.99	Fail
6 - 6.99	Not Proficient
7 - 7.99	Developing Proficiency
8 - 8.99	Proficient
9 - 10	Highly Proficient

Chapter 2 Rubrics: These are the rubrics Supervisors follow to give chapter 2 final mark.

Final Report Including Chapter 3 Rubrics – Part 1

Final Report Part 1 CRITERIA	HIGHLY PROFICIENT	PROFICIENT	DEVELOPING PROFICIENCY	NOT PROFICIENT	Mark 10
3.1 Requirement Gathering Techniques *introduce gathering techniques used* *Provide a description of the gathering technique related to* ***requirements only***	Almost clear and adequate description of RGT (Followed given guidelines)	4-6 evidences of not clear and not adequate description of RGT	7-9 evidences of not clear and not adequate description of RGT	More than 10 evidences of not clear and not adequate description of RGT	
3.4 Non-functional Requirements *Discuss the non-technical issues (such as – response time, compatibility, green-IT, sustainability etc.) of your project*	Almost clear and well written (Followed given guidelines)	4-6 evidences of not clear or not well written	7-9 evidences of not clear or not well written	More than 10 evidences of not clear or not well written	
3.5 User Interfaces *Mock interface for the proposed system*	Almost clear and all main functionalities well-presented and explained (Followed given guidelines)	4-6 evidences of not clear or not well-presented and explained	7-9 evidences of not clear or not well-presented and explained	More than 10 evidences of not clear or not well-presented and explained	
				Part 1.1 Total Mark (out of 5)	
3.2 Proposed Business Process *Detailed explanation of the proposed business processes preferably in BPMN* *Proposed Business Process (To-Be)*	Almost clear and well-presented and explained (Followed given guidelines)	4-6 evidences of not clear or not well-presented and explained	7-9 evidences of not clear or not well-presented and explained	More than 10 evidences of not clear or not well-presented and explained	
3.3 Functional Requirements *Use-case diagram.* *Use-case descriptions*	Almost clear and well-presented and explained (Followed given guidelines)	4-6 evidences of not clear or not well-presented and explained Use-case diagrams and use-case descriptions	7-9 evidences of not clear or not well-presented and explained Use-case diagrams and use-case descriptions	More than 10 evidences of not clear or not well-presented and explained Use-case diagrams and use-case descriptions	
				Part 1.2 Total Mark (out of 5)	

Final Report Including Chapter 3 Rubrics – Part 2

Final Report Part 2 CRITERIA	HIGHLY PROFICIENT	PROFICIENT	DEVELOPING PROFICIENCY	NOT PROFICIENT	Mark 10
Formatting *Follow formatting guidelines*	Almost followed all formatting guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Language and Grammar *Follow grammar and language guidelines*	Almost followed all language and grammar guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Citation and Reference *Follow citation and reference guidelines*	Almost followed all citation and reference guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Introduction and Summary *Followed introduction and summary structure guidelines*	Almost followed all structure guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
Full Report Structure *Followed Report structure guidelines*	Almost followed all structure guide	4 to 6 evidences of not following guidelines	7 to 9 evidences of not following guidelines	More than 10 evidences of not following guidelines	
				Part 2 Total Mark (out of 10)	

Final Report Including Chapter 3 Rubrics – Part 3

Criteria	Points 10
Punctuality and Timeliness	
Teamwork Skills	
Response to Supervisor Feedback	
Handling Questions during Meeting	
Overall Final Report Satisfactory	

Mark	Description
0 - 5.99	Fail
6 – 6.99	Not Proficient
7 - 7.99	Developing Proficiency
8 - 8.99	Proficient
9 - 10	Highly Proficient

Final Report including chapter 3 Rubrics: These are the rubrics Supervisors follow to give Final Report including Chapter 3 final mark.

Appendix D: GP-1 Evaluation Forms

Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences

Information Systems Department

IS497 (GP1)

Evaluation Form- Chapter 1: Introduction

Semester(Fall/Spring):		**Year:**	
Project Title:			
Group Number:			

Student	First Name	Middle and Last Name	IDs	Mark (30)
1				
2				
3				
4				

Ch. 1 Outline	Chapter 1: Introduction 1.1: Project Overview 1.2: Problem Statement 1.3: Project Impact 1.4: Project Scope 1.5: Project Objectives 1.6: Business Requirements 1.7: Alternative Solutions

Supervisor Review:

Supervisor Name	Signature	Date

Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences

Information Systems Department

IS497 (GP1)

Evaluation Form - Chapter 2: Background

Semester(Fall/Spring):		**Year:**	
Group Number:			
Project Title:			

	Student Names	IDs	Mark (30)
1			
2			
3			
4			

Ch. 2 Outline	Chapter 2: Background 2.1: Overview (Existing systems and Literature Review) 2.2: Existing Business Processes 2.3: Method/Approach 2.4: Project Planning

Supervisor Review:

Supervisor Name	Signature	Date

Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences

Information Systems Department

IS497 (GP1)

Evaluation Form – Final Report Including Chapter 3

Semester(Fall/Spring):		**Year:**	
Group Number:			
Project Title:			

	Student Names	IDs	Mark (30)
1			
2			
3			
4			

Ch. 3 Outline	Chapter 3: Requirements Analysis 3.1: Requirement Gathering Techniques 3.2: Proposed Business Process 3.3: Functional Requirements 3.4: Non-functional Requirements 3.5: User Interfaces

Supervisor Review:

Supervisor Name	Signature	Date

Appendix E: GP-2 Evaluation Forms

Kingdom of Saudi Arabia
Ministry of Higher Education
Imam Mohammed Ibn Saud Islamic University
College of Computer and Information Sciences
Information Systems Department

المملكة العربية السعودية
وزارة التعليم العالي
جامعة الإمام محمد بن سعود الإسلامية
كلية علوم الحاسب والمعلومات
قسم نظم المعلومات

IS498 Evaluation Form (Supervisor) (Semester / Year)

Project Title: **Group No.:**
Examiner Name: **Student Department:**

Student Name(s)*	Student ID(s)
(1)	
(2)	
(3)	
(4)	

** If you like to evaluate each student individually, please fill in separate forms for each student*

Marking hints	*from 0 - below 3: F*	*from 3 - below 3.5: D*	*from 3.5 - below 4: C*	*from 4 - below 4.5: B*	*from 4.5 - 5: A*

Project Report		**Marks (out of 5)**
1.	Organization and Formatting	
	a. Following the report structure template	
	b. Following the report formats	
	c. Language and writing style	
	d. Referencing	
2.	Correctness	
	a. Chapter 1: Introduction	
	b. Chapter 2: Background	
	c. Chapter 3: Requirements Analysis	
	d. Chapter 4: System Design	
	e. Chapter 5: System Implementation	
	f. Chapter 6: Conclusion and future work	
3.	Consistency	
	a. Consistency among chapters	

Project Final System

1.	User interface design	
2.	Database design	
3.	System testing and quality	
4.	Solution matched project requirements and consistent with report	

Novelty of the Project

1.	New idea with distinguished features	

Performance *(In this section, each student's individual performance is evaluated)*

1.	Knowledge of programming	
2.	Teamwork	
3.	Commitment and punctuality	

Signature: _____ Date: _____

Form No. GP-02-04

Kingdom of Saudi Arabia
Ministry of Higher Education
Imam Mohammed Ibn Saud Islamic University
College of Computer and Information Sciences
Information Systems Department

المملكة العربية السعودية
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كلية علوم الحاسب والمعلومات
قسم نظم المعلومات

IS498 Evaluation Form (Examiner) (Semester / Year)

Project Title: **Group No.:**
Examiner Name: **Student Department:**

Student Name(s)*	Student ID(s)
(1)	
(2)	
(3)	
(4)	

** If you like to evaluate each student individually, please fill in separate forms for each student*

Marking hints	*from 0 - below 3: F*	*from 3 - below 3.5: D*	*from 3.5 - below 4: C*	*from 4 - below 4.5: B*	*from 4.5 - 5: A*

	Project Report	**Marks (out of 5)**
1.	Organization and Formatting	
	a. Following the report structure template	
	b. Following the report formats	
	c. Language and writing style	
	d. Referencing	
2.	Correctness	
	a. Chapter 1: Introduction	
	b. Chapter 2: Background	
	c. Chapter 3: Requirements Analysis	
	d. Chapter 4: System Design	
	e. Chapter 5: System Implementation	
	f. Chapter 6: Conclusion and future work	
3.	Consistency	
	a. Consistency among chapters	

Project Final System

1.	User interface design	
2.	Database design	
3.	System testing and quality	
4.	Solution matched project requirements and consistent with report	

Novelty of the Project

1.	New idea with distinguished features	

Poster

1.	Topic introduced clearly and at the right level	
2.	Effective use of appropriate visual materials	

Presentation *(use separate sheets if each student is evaluated individually)*

1.	Presentation effectiveness *(Organized, effective use of visual materials, easy to read slides, effective use of colors)*	
2.	Delivery of presentation *(speed, clarity of articulation, eye contact, time management)*	
3.	Handling questions	
4.	Demonstrating knowledge of programming	

Signature: _____ Date: _____

Form No. GP-02-05