**COMP1205 Technical Report Specification**

**Rationale**

Reports are one of the most common and important technical documents in the workplace. Reports provide information and recommendations in order to help organizations solve problems or achieve goals. A well-designed and written technical report is informative and persuasive, often to multiple audiences.

**Assignment**

Write a report which addresses **one** of the scenarios from the **six options** below.

***Smart Meetings***

1. The company you work for provides customised consultancy designing ‘vending solutions’ for a range of small and large business in the UK and Overseas. Your boss has been reading computing weekly and has come across a white paper on ‘Using technology to drive productivity and growth in the EU’. They have also recently been visited by a sales person who was promoting a particular custom ‘smart meeting’ system. However, your boss explains that they have also been to a conference recently where the keynote speaker was arguing that really face to face meetings are more important than using technology. Your boss then tells you she thinks the situation is more complex than it appears at face value and asks you to find out more. You need to produce an overview report which explains the options and makes some recommendations as to what would be the best solution.

2. Much time is spent in the university discussing academic affairs to decide university policy and strategy. In addition, academics across the university regularly collaborate with colleagues at other institutions in the UK and Overseas. The central IT services department is considering providing a campus wide infrastructure to support smart meetings. You have been asked to make a survey of the state of the art and present a report for the systems board making recommendations.

***Anonymity, Privacy and Security***

3. Your boss has been looking at guidance from the British Standards Institute which provides guidance on best practice to ensure compliance with the Data Protection Act. As a consequence they have become interested in security issues, particularly in relation to anonymity of communications on the internet. They have asked you to find out for them how you can achieve anonymity in communications on the internet. How would it be useful to the company? Could it be a way of securing more private communications, or could it be a device to which supports industrial espionage and other abuse of the company computing resources by dishonest employees? They ask you to write a short technical report outlining the various issues and identifying associated costs.

4. You are working with a local charity which is providing community internet cafés and reconditioned home computers plus support sessions for new computer users. The charity manager says a few people have become worried about scare stories in the newspapers about personal privacy and security on the internet. She has asked you to produce an overview briefing report which can be discussed by the charity management committee and then used as a basis for training sessions for the new users. She wants you to explain ways in which individuals can use the internet without compromising their personal privacy and security.

***Green IT/Green Computing***

5. Organisations are facing increasing financial and legislative pressure to reduce their carbon footprint and demonstrate a commitment to Green IT. Recent legislation may be a motive for change, but so too may be a desire to demonstrate high quality ‘Green’ credentials, a desire to reduce carbon footprint and a desire to save money. You have been asked to produce a report for the University IT services which explores the various ways in which energy use and basic costs can be effectively reduced across the campus (lecture rooms, computing clusters, library, public spaces, halls and residences etc.). You need to think about the social and technical aspects of this challenge, save the University money, and show how green we can be.

6. There is a dilemma facing organisations who need to make use of high powered computing facilities and yet at the same time reduce their carbon footprint and pursue a policy of ‘green IT’. The university has to provide high powered computing facilities, what are the options? You have been asked to produce a report for the IT services department at the university which reviews the current available solutions and evaluates the options of addressing this problem.

**Formatting requirements**

Whichever scenario you choose, the report should incorporate information obtained from a variety of sources and these must be appropriately referenced.

Bibliography, references and citations should comply with the Harvard style (the references below are in the Harvard style). Web site references should normally be footnotes unless a full reference is appropriate. The library web site also provides further guidance on Harvard referencing conventions.

This report template must be used:

<http://www.edshare.soton.ac.uk/10419/>

The main body of the report (from the introduction to the conclusion) should contain between **1000 and 1500 words**. Appendices (if required) will be extra to this limit.

**References**

Below are examples of academic papers which address some of the topics of the scenarios. It is expected that you will identify papers of a similar quality and provenance which will support the arguments which you present.

Edman, M., & Yener, B. (2009). On anonymity in an electronic society. *ACM Computing Surveys*,

*42* (1), 1-35. doi:10.1145/1592451.1592456

Harmon, R., Auseklis, N., & Reinoso, M. (2010). From Green Computing to Sustainable IT : Developing a Sustainable Service Orientation. *Business*, 1-10.

Yu, Z., & Nakamura, Y. (2010). Smart meeting systems. *ACM Computing Surveys*, *42*(2), 1-20.

doi:10.1145/1667062.1667065