# Progress Report

## Progress statement

*A few paragraphs to explain what progress you have made since the last report and what your current plans are.*

## Task List

*A list of tasks for your project, broken down in the categories given below. This list will grow over the course of the project.*

|  |  |
| --- | --- |
| **Task** | **Status (% complete)** |
| 1 Mechanics |  |
| 1.1 |  |
| 1.2.. |  |
| 2 Electronics |  |
| 2.1 |  |
| 2.2… |  |
| 3 Software |  |
| 3.1 |  |
| 3.2… |  |
| 4 Parachute |  |
| 4.1 |  |
| 4.2.. |  |
| 5 Radio communication |  |
| 5.1.. |  |
| Advertisement and Sponsorship |  |
| 6.1.. |  |

## Project risk and mitigation

*A project risk is something that could impact on the schedule, compliance with the requirements, budget, or the successful completion of any part of the project. You should identify these risks and steps you have taken or are going to take to reduce this risk (mitigation).*

# 1 Introduction

## Team Organisation and Roles

*This part should be completed by the first progress report but may change over time. It must be complete by the final report.*

## Mission Overview

### Mission Objectives

*This should be a couple of paragraphs on the main goals of the mission. It should not be a full description of the Cansat.*

*This part should be completed by the first progress report but may change over time. It must be complete by the final report.*

### Criteria for success

*How will you know if your mission is successful? There can be multiple parts that you can consider for this e.g. successful primary mission, successful secondary mission, recovery etc.*

*This part should be completed by the first progress report but may change over time. It must be complete by the final report.*

### What will you measure and why?

*What measurements will your Cansat make and why will you take this measurements. How will analyse the data?*

*This part should be completed by the first progress report but may change over time. It must be complete by the final report.*

# Cansat Description

## Overview

*A few paragraphs on the general configuration of your Cansat – detailed information is included in the sections below – or in appendices for code or detailed drawings etc.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

## Mechanical design

This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.

## Electrical design

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

## Software design

*This part should be partially complete by the second progress report but may change over time. It must be complete by the final report.*

## Landing and recovery system

*This is the part where you talk about your parachute.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

## Ground support equipment

*This includes your laptops, Yagi antennas, or any other equipment that you need on the ground to support the launch.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

# Project Planning

## Gantt Chart

*A Gantt chart shows is a plan for your project. You should set this up very early on in the project. It can be done in Excel, Microsoft Project or similar programs but should be included here as a pasted table or image. You should consider the critical path for your project, build in contingency for time and resources and review and update this chart regularly.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

## Resources

### Budget

*You should discuss this early on with your teacher. You will need to find ways to fund this project and sponsorship can take time to secure. This is a critical aspect of your planning.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

### Team and external support

*Your team is your most vital resource. You must be aware of your competencies and be able to identify where you may need to expand the team or ask for external support.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

## Risk Analysis

*This risk analysis should include possible risks for your launch campaign e.g. equipment failures, loss of signal, power requirements etc.*

*Higher level project risks can be outlined at the beginning of your document.*

*This part should be partially complete by the second progress report but may change over time. It must be complete by the final report.*

## Test Plan

*The test plan should detail how you are going to test your equipment. How can you best simulate the conditions for your launch?*

*This part should be partially complete by the second progress report but may change over time. It must be complete by the final report.*

## Launch checklist

*The launch checklist is a list of tasks that must be completed before launch with responsibilities. One member of the team at launch should be in charge of this list as their primary job and ensure that it is followed to the correct timings.*

*This part should be partially complete by the second progress report but may change over time. It must be complete by the final report.*

# Outreach programme

## Schools

*You are expected to show to your project to your own schools and ideally to other local schools. This can include plans for dissemination and well as events that have already taken place.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*

## Media

*Consider all types of media to promote and disseminate information about your project.*

*This part should be partially complete by the first progress report but may change over time. It must be complete by the final report.*