

cs4470Y -- Project Progress Reporting

Progress of the project will be reported as per the course schedule. For marks for each progress report, please see the course description as it is not repeated here.

The team needs to create a **Project Binder** containing the following sections. There are three “progress” reports (and one final report), as described below.

- **Progress Report 1:**
 - **Overall project description**, with context diagram (how the system interacts with its environment – i.e., other systems, devices, human agents, etc.).
 - **Who is playing what roles? Suggested roles include:**
 - Managerial: Project manager – keep track of everything, who-does-what, project status, monitors progress, coordinates the team, etc. Ensures development tools are available to the team. Collaboratively decides on the logistics of work operations (where, which machines, etc.). Collaboratively sets internal meetings dates and times. Etc.
 - Technical: Lead Requirements Analyst, Lead Architect, Lead Tester & Quality Controller.
 - Documenter: prepares diagrams, refines documents, prepares presentations, demos, etc. Obtains base information from project members.
 - **System requirements:**
 - The envisaged system may have a set of existing features to be enhanced or new features to be created from scratch. Each feature may have specific requirements associated with it.
 - A requirement may be functional (FR) or quality (QR) requirement. Functional requirements indicate WHAT the service will accomplish – action-oriented (e.g., given some numbers, the service returns a sorted list). Quality requirements indicate the QUALITY of the service accomplished (e.g., Gold subscribers will receive the sorted list with associated performance characteristics; Bronze subscribers will receive sorted list without any performance characteristics).
 - Sometimes, a requirement may describe both WHAT and QUALITY aspects; it is best to split them up into their basic form.
 - The format of logging requirements is as follows:
 - “Feature” <num>: <Feature title>
 - “FR” <num> or “QR” <num> <Requirement description>.
 - Typically each feature will have several FRs and QRs.
 - Populated in a spreadsheet.
 - Reference: See the book by Gerald Kotonya and Ian Sommerville: Requirements Engineering – Processes and Techniques, Wiley, 1998. ISBN: 978-0-471-97208-2

- **Project PLAN** (chart and spreadsheet):
 - *Chart*: Iterations planned with dates (high-level schedule).
 - Use of Gantt chart or similar techniques.
 - Which features/requirements are being planned in which iteration?
 - *Spreadsheet*:
 - Feature and requirement id and title
 - List of tasks **to be done** to implement the feature
 - Agent (team member) assigned the task
- **Project ACTUAL** (chart and spreadsheet):
 - From project start to the Progress Report 1 date, show (via charts and spreadsheet of requirements) what work has been done and by which project member.
 - Describe in bullet points any **deviation** from the original plan.
- **[OPTIONAL] Preliminary sketch of the system's breakdown structure.**
- **A 15-20 minute presentation** (inclusive of Q&A and discussion) of the project requirements gathered, preliminary architecture/design, project plan, preliminary work done, and what still remains to be done.