

IS431 GROUP IS DEVELOPMENT

Project Milestone 1 (Proposal and Planning) Progress Report Guidelines

During the project proposal/planning phase (Milestone 1) of the group IS development, each group works on and submits a project progress report on the project proposal and planning in the business memo format. The report serves as a form of internal and external communication informing management, progress, concerns, and status of the project of the milestone. Please refer to Chapter 3-5 of the textbook and lectures for guidance in greater detail.

1. Progress Report Narrative Format

- In business memo format
- Single-spaced
- Written in 12-point Times New Roman Font
- No more than 6 pages in length
- Respond to sections of the Progress Report Narrative Requirements (below)

2. Progress Report Narrative Requirements

The project proposal/planning (Milestone 1) progress report should begin with a standard memo header, and proceed to the following sections.

- a. Introduction: The introduction describes the purpose and major points of the report and provides an overview of what will be reported in the report.
- b. Background: This section provides a brief description of the company/organization that has been chosen as a case study including the company/organization's operating environment (geographical and industrial), products/services, strategies, and business structure, process and objectives, and so on.
- c. Project Description: This section should provide information and answers to the following questions:
 - i. What is the business problem/opportunity that the project addresses?
 - ii. What IS solutions/innovations will the project introduce?
 - iii. How will the proposed IS help address the identified problem/opportunity?
 - iv. What are primary user interactions, and business rules and processes with the proposed IS?
 - v. What are the scope and boundary of the proposed IS?
 - vi. What is business value of the project, that is, why should an executive/manager be interested in the project?
- d. Project Charter (See samples in Chapter 3-4) that includes:
 - i. Project name.
 - ii. Project personnel including the key contact of the company/organization.
 - iii. Project Manager (Designate one from the project group; Group members may rotate the project manager role).
 - iv. Project overview.
 - v. Project objectives.
 - vi. Key assumptions.
 - vii. Key stakeholders.

- e. Project Planning Activities and Deliverables (Chapter 4-5): This section describes project planning activities and deliverables at the milestone, that is, the development of a Baseline Project Plan (BPP):
 - IS Description:
 - Alternatives: Are there existing Information systems that could fulfill the business needs; what technologies/platforms should you consider for the alternatives.
 - The description of the selected IS (The one the group has chosen to pursue).
 - Selected IS Justification: Feasibility Assessment
 - Economic Feasibility
 - Technical Feasibility
 - Operational Feasibility
 - Other Feasibility
 - Standards and procedures for IS project outcomes.
- f. Project Schedule Chart of the Milestone (See samples in Chapter 3): This section provides a manageable schedule chart detailing starting and completion schedule of major project activities at the milestone.
- g. Project Status: This section summarizes the status, progress, concerns, or any other issues of the project of the milestone. If any problems are reported, the anticipated remedies should be reported.
- h. Work Completed/Current/Remaining: It is a common approach in a project progress report reporting completed, current, and remaining work of the project of the milestone.
- i. Conclusion: As typical with a progress report, this section provides a brief conclusion of the report that may include an overview of future activities and anticipations of the project.
- j. References: This section lists, if any, references the report cites in the APA style.
- k. Supporting materials (if any).