

## **IS431 GROUP IS DEVELOPMENT PROJECT**

### **Project Milestone 3 (IS Implementation & Maintenance) Progress Report Guidelines**

During Milestone 3 of the group IS development project, each group works on and submits a project progress report in the business memo format. The report serves as a form of internal and external communication informing management, progress, and status of the project at the milestone. Please refer to Chapter 13-14 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 5 pages in length
- Respond to sections of the Progress Report Narrative Requirements (below)

#### **2. Progress Report Narrative Requirements**

The project Milestone 3 progress report begins with a standard memo header, and proceeds to the following sections.

- a. Introduction: The introduction describes the purpose and major points of the report at the milestone, and provides an overview of what is reported and discussed in the report.
- b. IS Implementation (Chapter 13): This section describes the plan and procedure of IS implementation activities as follows. Groups are strongly encouraged to do research to supply information on the following IS implementation outcomes.
  - Describe suggested technologies (e.g., an open source, developed in house, commercial purchased off shelf, cloud computing, etc.) for implementing the project.
  - Describe plan and procedure in which the suggested technologies are installed (e.g., on a conventional server, or a virtual server, or use of a cloud service).
  - Describe suggested implementation models (coding, testing, installing, documenting, supporting, training, cloud computing, etc.).
  - Provide estimates of costs and time required for the implementation activities.
  - Describe organizational resources that will be needed for the implementation such as skill levels, tools, etc.
- c. IS Maintenance (Chapter 14): This section describes the plan and procedure of IS maintenance activities as follows. Groups are strongly encouraged to do research to supply information on the following IS maintenance outcomes.
  - Describe main maintenance activities.
  - Estimate the costs required for the maintenance.
  - Describe the process of maintaining the project.
  - Describe types of the project maintenance.
  - Describe maintenance technologies (e.g., CASE, Automated Tools, etc.).
  - Describe organizational resources that will be needed for maintenance such as skill levels, tools, trainings, etc.
- d. Project Schedule Chart of the Milestone (See samples in Chapter 3): This section provides a schedule chart detailing starting and completion schedule of the project at the milestone.

- e. **Project Status:** This section summarizes the status, situation, concerns, or any other issues of the project at the milestone. If any problems are reported, the anticipated remedies should be reported.
- f. **Work Completed/Current/Remaining:** It is a common approach in a project progress report to report completed, current, and remaining work of the project at the milestone.
- g. **Conclusion:** This section provides a brief overview of future activities and anticipations of the project.
- h. **References:** This section lists, if any, references the report cites in the APA style.
- i. **Supporting materials** (if any).