CSUN. DAVID **NAZARIAN**

COLLEGE OF BUSINESS
& ECONOMICS

IS431 GROUP IS DEVELOPMENT PROJECT

Project Milestone 2 (IS Analysis & Design) Progress Report Guidelines

During Milestone 2 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 6-7 and 10-12 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 Milestone 2 progress report should begin with a standard memo header and proceed to the following sections.

   a. Introduction: The introduction describes the purposes and major points of the report, and provides an overview of what are contained in the report of the milestone.

   b. Project Analysis Objectives, Activities, and Deliverables (Chapter 6-7): This section describes project analysis objectives and major activities of the milestone, and demonstrates analysis deliverables including,

      - Methods used for gathering IS requirements.
      - Data entities, logic of data flow, and boundaries of the project.
      - Identifying, drawing, and explaining the context DFD of the project.
      - Identifying, drawing, and explaining major processes, data flows, and data stores of the level_0 DFD of the project.
      - Based on the DFDs, identifying business entities that are represented in the project.

   c. Project Design Objectives, Activities, and Deliverables (Chapter 10-12): This section describes project design objectives and major activities, and demonstrates design deliverables including,

      - Design deliverables and specifications of report and interface:
        - Narrative overview.
        - 2-3 sample designs for each.
        - Usability assessment plan of the designs.
      - Design deliverables and specifications of the Internet system:
        - Narrative overview of the Internet system (e.g., architecture, technology, configuration, etc.); Provide a network diagram of the Internet system.
        - Design strength, weakness, and limitations of the Internet system.

   d. Project Schedule Chart of the Milestone: This section provides a schedule chart detailing starting and completion schedule of project activities at the milestone.

   e. Project Status: This section summarizes the progress, status, concerns, or any other issues of at the milestone. If problems are reported, anticipated remedies should be reported.

f. Work Completed/Current/Remaining: This section reports completed, current, and remaining work of the project at the milestone.

g. Conclusion: As is typical with a project progress report, 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).