**2 Activity Space (Progress Report)**

**Activity 1**

1. How do employees share the progress of their projects with others?
2. How often do employees share the progress of their projects?
3. What is the purpose of a Progress Report?

**Activity 2**

Analyze 2 sample progress reports

(I’ve included it in our shared folder- 9.1 Progress report samples)

Discuss the following:

1. What are the sections (organization) of a progress report?
2. What information (content) is included in each section?
3. What do you notice about the presentation of the sample progress reports? (layout, white space, formatting e.g. font size and type, bold, italics, etc.)
4. What do you notice about the language used?

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| Room 1 (Tai, Tianai) | Room 2(Anvitha, Sharif) |
| 1. Introduction    1. Project overview (aims, objective)    2. Team introduction 2. Schedule    1. Overview of the scheduled plan 3. Work completed    1. Details of the completed work 4. Work remaining    1. Estimated time to complete    2. Additional improvements 5. Challenges/ Problems encountered    1. Challenges encountered / to be expected 6. Conclusion    * Recommendation and what to do moving forward   First sample has more whitespace, and a visual representation of the progress/schedule. Different coloured text and font size as headings.  Second one is more wordy and detailed but hard to read. Font size is not too different between body and headings.  -------------------------------------------------------  First one – more personal, first person. Uses “I” (Maybe cause it’s a one-man team). Maybe the documentation purpose is for self-use or team-use (internally) but not towards the external party  Second one – passive voice (... is completed)  Context is to update clients? Or businesses | 1. Intro: Overview of project and members who worked on it. 2. Work Completed: Description of work that has been completed so far 3. Work Pending (Requirements): Description of the remaining work that hasn't been done but is required in the project; project features not yet implemented 4. Problems encountered: Issues encountered when working on the project, how these issues could have been tackled. 5. Conclusion – summarize the report by stating projected completion date and possible delays in completion of project.   Different font colours and sizes for headings, subheadings and paragraphs. Included images, tables, graphs. White spaces used more in first example although it does not make much difference.  Language is formal, easy to read and straight forward. Slight difference in seriousness, might be due to intended audience.  First one maybe more informal and less technical compared to the second one. |
| Room 3(Wei Li and Haofeng) | Room 4 (Jun Lim and Shyun Yin) |
| 1. Brief overview of project, work completed and work remaining, problems encountered during project, schedule of project, starting date and expected finishing deadline 2. For overview: Introduction of team members, goal of project and current progress. For work completed: elaborating on which portions have been implemented. For work remaining: what else needs to be done. For problems encountered during project: to elaborate on the problems and how they are affecting the progress. Also to mention any current measures taken against them to keep on track with the project. For schedule of project: more information on the timeline of the project. 3. The first sample had colour and a figure for illustration. The second sample only had a table with words. For the first sample, the work completed section contains only high level details while for the second sample the work completed section contains many bullet points of technical details. 4. The first sample uses a lot of “I” and is first person and seems less formal. The second sample uses third person, not much “i” and seems more formal like presenting to colleague and boss. | 1. + 2. Members of the project, description of the project (includes objectives), project deliverables (what has been done and what is remaining), project timeline, problems and challenges faced, conclusion (brief wrap up of the project, possible end time of the project)  3. Headings are bolded and in a different font size, second one is in a different colour.  More usage of white space in the first sample compared to the second one.  Second sample uses italics compared to first sample which uses bold.  Numberings are used when there are numerous points in a section.  4. First sample is written in a first person POV. First sample is also slightly more casual compared to the second one. Second sample focuses more on the project and the content by using a passive voice, while first sample applies more active voice and feels more of a monologue. Differences in languages might be due to the different purposes and writers (first one is an individual and second one is a team) of the report.  Tense: Tasks that have been done are in past tense and those that have yet to be done are in present tense |
| Room 5 (Edward, Wraine) | Room 6 (Alan, Musfirah) |
| 1. Introduction -> Scheduling (Work Completed & Work Remaining) -> Challenges/Issues faced -> Conclusion 2. - The content inside each section is a detailed explanation which the title states   - Intro: What the project is and who is involved  - Schedule: Current deadlines and plans to achieve them. This also includes how much work is currently completed ad what work is left  - Challenges: Problems encountered when completing tasks and any expected delays when trying to solve them. Can include the what help ha sbeen provided by others  - Conclusion: Any concluding thoughts or recommendations   1. There is no standard format for the document. The layout can be anything, but it needs to have the common topics stated in question 1. There is no need for white spaces, but they can be used to make the document look cleaner. Font size is around 11 or 12, where the font is Calibri. Section Titles are bolded and some important keywords are italicized. 2. Language Used: Formal | 1. Who is involved in the project; project name & description (e.g. objective); scheduling of project; work completed and work that has yet to be completed; problems encountered; conclusion. 2. Description of project includes the objectives of project and purpose of project. Scheduling of project involves the phases and their deadlines. Work completed and work that has yet to be completed describes what project components has been finished or unfinished. Problems encountered may possibly explain why there is a project delay. Conclusion explains if there is possibly a need for extension, summary of things the project team wants, follow-up action and what to expect. 3. Each section is separated with white spaces and also the heading of that section is bolded. Italics may be used together with bold text to differentiate primary headers from sub-headers. For scheduling, phases are numbered so that the readers can follow. The use of graphics may be a good visual aid like the first sample report. Both did very well in organization however the second report make use of a table to format their content, might be easier to follow. 4. Both uses formal. However, for sample report 1, since it was a 1 man team, the writer uses “I”, first-person POV. Meanwhile second report uses “team members” or 3rd person POV. |
| Room 7 (Braden, Haziq) | Room 8 (Daryl, Emily) |
| 1. Introduction to project   - Brief overview of the project  - Objectives of the project  - Shows how the work is split amongst  teammates   1. Work completed   - The parts of the project which have been  completed   1. Work remaining   - The parts of the project which are not  done  - Includes rough estimates of task  completion   1. Challenges faced/will face   - Problems that they have encountered  while creating the solution for their  project  - Identify potential challenges (optional)  and estimate the time needed to address  them     1. Conclusion (how they intend to progress)   - Includes how far into the project they  have done and whether they can meet   their deadline to complete the project.    Presentation:  Sample 1:   * Used coloured, bold titles for easy readability * Used a figure to show the project schedule for easy readability   Sample 2:   * Split project into 3 different features and identified the work completed, work remaining and challenges for each. Looks very organised   Language:  Sample 1:   * Personal voice (since there’s only one person in the project)   Sample 2:   * Formal. There’s no “we” | 1. Participants of the project, Introduction of what is the project is about and the purpose / aim of the product. Works that had been completed and on-going/future tasks to be completed. Problems faced, recommendation of future implementation and a conclusion of progress of the work done. Deadline of the project is also included. 2. Content in each section is straight-forward and relates to the header for that section. 3. Point form is mainly used, and each point is elaborated. Diagrams can be included to illustrate the overall timeline of the project (such as Gantt chart). Each header is also being bolded. 4. The report is in both present, past and future tense depending on the section. The report can be written informally in first person perspective or can be in formal language such as using the third person perspective. |
| Room 9 (Isaac, Jun Leong) |  |
| 1. Introduction: team members, project description, project goals Content: Requirements, work completed, work remaining, challenges, scheduling considerations Conclusion: Recommendations and whether the project is projected to be completed on time 2. Project description: Project details and objectives Scheduling considerations: Deadline details Requirements: work completed, work remaining and challenges faced 3. Timeline: First sample used a diagram while the second sample used words to describe their deadlines. Second sample uses more indentations than the first sample, making it more readable. Second sample uses a table of requirements and groups the work (work completed, work remaining and challenges) based on similar issues while the first sample has different sections for work completed, remaining and challenges. 4. Language used in the first report is more informal while language used in the second report is more technical and detailed |  |

**Activity 3**

You will be meeting your tutor for OP2 consultations in Week 9 Session 2 or Week 10 Session 1.

In order to help your tutor understand the status of your group software project (CS2103T/CS2113T project), please write a team progress report (2-3 pages) now.

1. Write on a shared document.
2. Inform your CS2101 tutor about the document (e.g. file name, link) so she/he can monitor what you’re writing and provide feedback throughout the process.
3. Report on your progress

**Let’s discuss:**

What’s the difference between a Progress Report and a Project Portfolio page (which is required by CS2103T and CS2113T at the end of the semester)?

**Reminders:**

**Prepare for OP2 consultations in Week 9 Session 2 or Week 10 Session 1.**

* 1. Come with:
     1. a detailed outline, and
     2. specific questions for your tutor.
  2. Come during your allocated slot.

**OP2 Consultation Slots**

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| **Lesson** | **Time** | **Group Number & Group name *(As in your software name- if you have one)*** |
| Week 9 Session 2 | 12.00 - 12.45 | 2 - (WerkIt) |
|  | 12.45 - 13.30 | 1 - (Sherpass) |
| Week 10 Session 1 | 12.00 - 12.45 | 3 - (HalpMi) |
|  | 12.45 - 13.30 | 4 - (Simplst) |

Please come prepared for the consultation with a detailed outline and questions.

There are no lessons on these two dates, so please come only for your allocated slot.

In Week 10 Session 2, you will be doing in-class peer review of a User guide and Developer’s guide. Please come with a draft of your User guide and Developer’s guide.