C302 Software Engineering Methods

Report Two: Progress & Revisions — *due: midnight 12th Nov 2010*

This report has four aims:

1. **Progress:** to report on the progress of the project so far.

    It should detail how many iterations and what requirements or features have been completed so far. Also include what problems - technical or other - have been encountered, and what measures have been taken to mitigate their effect on overall success.

2. **Revisions:** to record any changes to any of the five items in Report One.

    You are expected to include appropriate elements of Report One to highlight any changes made.

    -   Have key requirements changed, been deleted or added?
    -   If so, has this been cleared by your project supervisor or client? Has the IT changed?
    -   Do you still plan the same feature extensions?
    -   Have you changed how you measure progress?
    -   Are there problems that threaten your completion of core functionality?
    -   How many iterations do you still plan to have?
    -   Also present a revised, less speculative schedule.

3. **People management:** to document and issues that may have emerged in the work dynamics of your group
    -   How do you cope with the fact that group members have different levels or areas of skills?
    -   How do you ensure that all group members contribute fairly?
    -   If a team member does not do enough work, how do you resolve this issue within the group?

4. **Ethical and Environmental Impact:**
   - Discuss whether your project has any potential ethical issues and explain how you intend to address such issues in your design, implementation, deployment or work practice
   - Assess the environmental impact of your to-be-deployed system; describe ways in which this impact can be limited without compromising key requirements, or argue why the environmental impact cannot be decreased without such compromise

Evaluation Criteria for Report Two: A professional and cogent account of the five items above. Verbose and lengthy reports that lack such focus will be inferior to brief ones that have said focus. The report should be written such that a manager who oversees your project within a portfolio of IT projects will understand what this project is about and what you are about to do, and why. Please keep in mind that such a person in middle management may not be an IT expert.