**Project Milestone Template**

*As a Boilermaker pursuing academic excellence, we pledge to be honest and true in all that we do. Accountable together – We are Purdue.*

*(On group submissions, have each team member type their name).*

Type or sign your names: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Assignment Goal**

A weekly project update is a normal component of many engineering teams. Such an update has many uses. It helps you understand what you’ve actually accomplished and whether you are on track.

* It gives you a “paper” record of your accomplishments, to help justify your request for a raise or a bonus at the end of the quarter. It helps you track accomplishments that might not be captured by product-centric metrics (it is easy to measure “lines of code committed”, but hard to measure “helped onboard the new intern”).
* It informs other teammates or other teams about your areas of expertise, so they know whom to ask when they need help.
* It helps project managers see how things are going, re-prioritize the team’s activities, and assign more personnel to shore up difficult areas.

This assignment does not imitate every aspect of such an update, but hopefully it gives you the flavour of the activity. Through the milestone assignments for this course, you have an opportunity to *report* and *reflect* on your team’s progress to date.

# **Relevant Course Outcomes**

A student who successfully completes this assignment will have demonstrated the ability to

* Outcome i:
  + Identify and follow an appropriate software engineering process for this context.
* Outcome iii:
  + Experience social aspects of software engineering (communication, teamwork).

# **Resources**

Perhaps relevant are these ones:

* **Postmortems**
  + [Postmortems at Google](https://sre.google/sre-book/postmortem-culture/)
  + [Postmortems at Amazon](https://medium.com/the-cloud-architect/incident-postmortem-template-7b0e0a04f7a8)

# **Assignment**

In your project plan (Milestone 1), you submitted a design as well as a list of weekly milestones. In each intermediate milestone report, you will present:

1. “Substantial” updates to your design (I leave this definition to your engineering judgment).
2. A statement of the tasks your team accomplished by this date.
   1. How did you measure that they are accomplished?
   2. Who did the work? How long did they spend?
3. A comparison of what you accomplished vs. what you planned to accomplish. Are you on track? How were your time estimates?
4. Any changes in your planned timeline as a result of falling behind your initial plan.

### If you *deviate substantially* from your timeline, consider attending one of the course staff office hours to discuss the deviation.

You can communicate this information using tables, charts, etc.

If you have working functionality that will add value to ACME Corp., feel free to include a screenshot of a demo. This will build trust with your customer, Sarah, and gives her the opportunity to propose tweaks (“requirements changes”).

## Grading

These assignments are worth relatively little in the overall Project grade (2.5% each).

This weighting reflects the relative *time* you should spend on the milestone report, but not the relative *importance* of the report. These documents are critical to help you understand whether you are on track to succeed.