SYSC 4907: Engineering Project
Progress Report
2021-2022

Dr. J. Jaskolka
Carleton University
Department of Systems and Computer Engineering

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1 Purpose

The progress report is meant to provide an overview of what you have been working on up to this point in the project. The progress report must make reference to your proposal, clearly show how much progress has been made, make a prediction as to how the rest of the project is likely to develop, and state any variation from the project proposal that now seems necessary.

2 Progress Report Contents & Guidelines

A typical progress report contains:

1. The title of the project, the names and student numbers of your team, and your supervisor's name

2. Summary

   (a) Indicate the purpose of the project
   (b) Provide a brief non-technical overview of the project
   (c) Enumerate the accomplishments achieved
   (d) Comment on the current work

3. Project Introduction

   (a) Provide the necessary background information
   (b) Identify the document as a progress report
   (c) Identify the period of time the report covers
   (d) Introduce the team and each member's responsibilities
   (e) State the objectives of the project
   (f) Briefly state the phases of the project
   (g) Describe what the rest of the document contains (overview)

4. Progress Summary

   (a) Present a complete picture of the team's activities
   (b) Describe any alternatives that were considered in developing your solution
   (c) Discuss what work has been completed and what work is yet to come (use the Gantt chart you provided in the proposal)
   (d) Provide a summary of your expected budget (from your project proposal) and what has been spent to date

5. Challenges Faced

   (a) Describe the challenges you have faced thus far and how you have, or plan to, overcome them

   (b) Include a discussion of any changes in the project (timeline changes, new requirements, etc. with respect to the project proposal)

6. Conclusion

   (a) Restate the purpose of the project

   (b) Provide an overall assessment of the project conveying one of two messages:

       i. Things are going well
      ii. Things are not going as well as anticipated

7. Appendices

   (a) Include an updated version of each of your deliverables completed to date (not including the project proposal)

       - Be sure to provide references to these documents when discussing the project progress

Other Notes

- Ensure that your progress report is written using *formal* and *professional* language.

- Do not forget to reference your project proposal

- There are no strict rules about the length of the progress report, but try not to make it excessively long for no reason; be clear and concise

Important The progress report will be read and graded by the project supervisor and the second reader.