Capstone Progress Report Template

Last updated: February 13, 2024

Instructions: Each capstone team can use this template to capture and summarize progress. This can be shared with the sponsor and mentor. When submitting the report during the course, a PDF file is preferable.

Stakeholder Names and Roles

In the table below, enter information for each team member, mentor, and sponsor. On the sponsor side, there may be several stakeholders including project manager, data contact, etc.

Stakeholder	Role
Name 1	*Team member / mentor / sponsor role*

Project Title: [enter title]

Abstract

Enter abstract

Outline of the Project

This should discuss:

- the business purpose of the project
- why the project is important
- who are the stakeholders
- important assumptions
- what is in scope / out of scope (as needed)

Example: Legal assistants spend a lot of time reviewing documents related to court cases. This project will use an ML system that will take legal documents as input and output a summary and helpful

metadata. This will save legal assistants time, reduce burnout, and allow them to focus on helping their clients. The assumption is that all input documents are legal documents.

Success Criteria

Success criteria define the needs for a successful project. These should be identified with help from the sponsor. It is important to revisit these criteria with the sponsor as the project progresses to ensure alignment.

SC1	*description1*
SC2	*description2*

Data Assumptions and Limitations

- Discuss aspects which are presenting difficulty: missing data, bad data, etc.
- Discuss and justify data assumptions
- If you are having difficulty accessing data, please discuss
- If you are having difficulty with compute or storage, please discuss

Summary of Data Processing, Data Aggregation

This should discuss:
- The target variable
- The raw data
- Potential predictor variables
- Methods and justification for data aggregation

Data Visualizations

Include a small sample of relevant data visualizations / summaries for illustration

Summary of Modeling and Analysis

This should discuss:
- Justification and summary of models considered
- Specialized techniques that may be used, such as NLP
- Metrics that are important (e.g., F1 score / recall / precision), and explanation of why they are important.

Future Work Plan

- Discuss your work plan for the remainder of the term. This should include all important tasks.
- Provide a timeline if possible

Potential Concerns [C] and Blockers [B]

Concerns are things to keep in mind but might not yet impede progress.
*Blockers i*ndicate that you are stuck and need help.

Based on what you know about the project and data, are there things that might present a challenge in moving forward?

Are there things you can do to clear these challenges? For example, are there resources you might need? What are they?

Identifier	Description