[Project Title]

Progress Report



Information Technology Capstone Project

COMP5703/5707/5708

Group Members

1. FirstName LastName (SID)
2. FirstName LastName (SID)
3. FirstName LastName (SID)
4. FirstName LastName (SID)
5. FirstName LastName (SID)

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# Progress Status

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Start Date** |  |
| **Project Manager** |  |

|  |  |
| --- | --- |
| Project Description |  |

|  |  |  |
| --- | --- | --- |
| Project Status Report | # | Date: |

|  |  |  |
| --- | --- | --- |
| **Status Item** | **Status up to last week** | **Planned for this week** |
| **Major deliverables** |  |  |
| **Planned delivery date** |  |  |
| **Major issues** |  |  |
| **Major risks** |  |  |
| **External dependencies** |  |  |
| **Estimated effort (hr)** |  |  |
| **Recorded effort (hr)** |  |  |
| **Status (R, Y, G)** |  |  |

# Roles & Responsibilities

In this section, the detail of responsibilities of each member of the team should be defined, such as who did what? Each member can have more than one role, and it depends on the nature of the project.

# Individual Achievements

In this section, you should describe in detail, your achievement to support the group and the completion of the project. For example, your progress was setting up the IT infrastructure such as Web server, DBMS server and so forth. In this individual report, you should explain how you did it by oytlining the steps and screenshot of the acinievement. This will provide a better understanding of the reviewer about your contribution to the group project.

# Group Collaboration

An evident of your active participation and contributions should be pointed out in this section. Screenshots of the collaboration using tools such as Slack, Trello, WhatsApp and so forth can be attached to this report. When attached, please provide description and information regarding the image, especially when communication is done using another language than English and Roman character.