ECE 4335: ECE Systems Design

Report Format: Progress II Report

All reports following the ADDIE *Design Report* will be *Progress Reports*. The progress report is not currently part of the ADDIE PowerPoint presentation, but the format is described below. You’ll see that it is very similar to the *Design Report*.

Note that this is the final deliverable of the semester; think of this as a midterm report to be submitted to the sponsor of your project. While there is much overlap between this report and Progress I, this one will more clearly indicate what has been done, any setbacks the team may have encountered, and how this has affected the ability of the fall deliverables to be completed. The background will also provide additional details/citations to support the choice of project.

Please pay attention to the format indicated at the end of this document regarding the title of the file (PowerPoint or Word) you will upload. Use this format exactly, and note that it includes your name and team number, as well as the words “ProgressI” or “ProgressII” (as appropriate).

These are individual reports and will count toward the student’s individual grade. However, the presenting student should consult the team to be sure the report is accurate and up-to-date. Oral presenters would be wise to make a presentation to the team to check for accuracy as well as timing. Both the written and oral reports are to be uploaded to Blackboard.

In all reports, written and oral, the writing and slides must be created by the presenter. Do not reproduce material from any previous reports, except for what we will call “team property”, which consists of the following: Purpose, Problem, Need, Significance; Division of Labor; Deliverables; Target Objective; Overview Diagram; Goal Analysis; Gantt Charts; photographs or videos of projects; project diagrams or flowcharts created by the team.

When you give a report of any type in this class, you should always assume that your audience is not familiar with your project. Make sure you are not using terminology or describing things that only someone familiar with the project would understand.

***Written Report Format***

Your report should be spaced at what Microsoft Word calls 1.5 lines. This paragraph is formatted with that spacing. Use a font size no smaller than Times New Roman 12 pt. There is no minimum page requirement, but your report should not be longer than 10 pages, including figures. Use 1” margins all around.

Each of the topics below should get a separate heading in your report, but specific formatting (beyond that indicated above) is up to you. As always, your writing and your formatting should be clear and concise.

To provide more room for the goal analysis and schedule, we might suggest creating a one-page section that is oriented in landscape mode for each of these. Nothing else needs to appear on that page. If you still cannot render these in a reasonable font, you may have too many goals.

***Oral Report Format***

The contents of the oral report are the same as that for the written report, with the exception that there is no cover letter, no literature review is needed (just fold it into the background), and that you do not need to present a detailed test plan. Use PowerPoint or something similar to create your presentation.

Presentations must not exceed 9 minutes in length. The presenter will be cut off after 9 minutes, and points will be deducted for failing to finish the report. Be prepared to answer questions after the presentation.

An oral report should cover all the topics listed below, but it is going to have less “text” and more visuals. Use drawing programs, photographs, movies, or appropriate clip art to illustrate what you are trying to say. Don’t try to explain complicated topics without a picture.

**Report Contents**

***Cover Letter*** (Written Report Only)

Use proper formatting for a formal business letter. The letter should be addressed to your customer (your faculty or industry sponsor). It should include your team members’ names and a brief description of the report contents. Summarize where you are in terms of your progress to date, and assure your customer that you are on target for a successful completion, assuming that’s true. If it’s not true, explain why.

***Report Body***

The sections of the report are as follows.

1. **Project Title and Team Members**

You have introduced your team members and their skills in the *ADDIE Analysis* report, so you don’t need to do that here; just list them…but do it in sentence form.

1. **Purpose (overall project)**

Always list your purpose, even though this was discussed in previous reports.

1. **Overview Diagram and Background**

An overview diagram needs to be descriptive, and it needs to clearly convey the project idea without a lot of text. This diagram will be used as the focal point of your poster presentation at the end of the semester.

In conjunction with your overview diagram, describe the project in broad terms: what are you trying to accomplish, and how are you going to accomplish it? You will provide technical detail later in the Design Considerations section, but give us the big picture here.

* 1. **Literature Review**

In many ways similar to the background (and can be folded into the background section if it flows better). You’ve explained a problem, a need, and why your project is important; make sure to support them with sources that corroborate your need exists. This information ultimately defines the market/space in which your team is working, and where you see this project being used after completion. Your reports may already have this completed as part of your background, but please remember to cite any and all sources (statistics, costs, etc.) used in this section.

1. **Deliverables (both semesters)**

List your deliverables for both semesters and indicate (via bolding or some other font difference) which ones have been completed. Do not change the Fall goals/deliverables (as listed in Progress I) into Spring ones for this report.

1. **Target Objective and Goal Analysis**

Be sure that your goal analysis contents (the boxes) contain things that are measureable and testable; these are your goals. You should therefore have in mind a test or set of conditions that need to be satisfied in order to declare that the goal has been reached: these are your specifications. They will be described as part of your Test Plan. Using a separate color box, please indicate which goals have been completed.

1. **Summary of Activities**

This section is a combination (reorganization) of the Design Considerations and Test Plan from Progress Report I. Rather than abstractly list how goals will be completed, you will now be explaining how goals *were* completed, what setbacks/changes a goal went through (if there were any), and how that has affected your spring schedule/deliverables (if at all).

List the **Fall** goals/deliverables outlined in the previous sections by number and provide:

1. the goal’s completion status (via percentage or “not started/in progress/completed”),
2. a brief description of the goal (include relevant specifications),
3. any modifications the goal went through during completion (Design Considerations),
4. how the goal has/will be achieved (Test Plan), and
5. any issues/setbacks this goal encountered (comparing the goal to the schedule dates).

Summarize this section by mentioning the changes to the spring schedule/deliverables that will occur given the current status of the project. If there are no changes and the project is on schedule, it is fine to say so. Each goal will be listed, but the information should be in a short paragraph.

For the oral report this level of detail can be lengthy, so focus on the fall tasks that are in progress and/or weren’t completed.

***Specifications:*** You should include specifications for each goal. These are the technical characteristics of your project (not individual parts) that answer questions such as how much? How many? How often do we need to do sampling? As you complete your testing, you should show in your presentations that you have met the specifications.

***Constraints:*** Include in this section a discussion of constraints. These are the things that influence the overall design, and that you have no control over. You may like to do things in a particular way, for example, or buy a particular part, but you can’t because there are constraints. Obvious constraints include things like a finite budget; safety or ethical considerations; size limitations, and the like. There may be others relevant to your project.

Design constraints can *lead to* design specifications. Constraints may ask what is physically/economically *possible* while specifications look at what is *feasible/desired*?

1. **Budget (full project)**

Outline expected costs, including both parts (hardware) and labor. Show budget expenditures to date (how much have you spent so far) as well as total projected expenditures. Use a table or pie chart. If the labor costs are significantly larger than the materials costs, it may be more appropriate to create a pie-chart for just the materials.

1. **Schedule**

The schedule shows (i) your goals (from the goal analysis), (ii) who is working on each goal, and (iii) the time span over which the goal will be worked on (and by implication the completion date). This can be done in a lot of ways, including a Gantt chart or a simple bulleted list, but be careful about how much detail you include in one figure. If no one can read the font because it is too small, it will not be useful.

1. **Summary/Conclusions**

Provide a concluding paragraph about the project, summarizing what you are going to do, why it’s important, and why yours is the right team for the job.

**Report Submission**

Upload your report (oral and written) to Blackboard. Written reports must be submitted as word processing documents, and oral reports as presentation documents (e.g., PowerPoint). Do not submit a .pdf. Use the following file name format:

***LastName*\_*FirstInitial*\_Team*N\_*ECE4335\_\_Progress\_I** (or Progress II, as appropriate)