

COMP 430/530 – Fall 2020 – Progress Report Guidelines

Format and Contents: There is no page limit enforced for the Progress Report. I recommend being concise and factual, but do not leave out key details. The Progress Report should be written in a standard font (Times New Roman, Arial, etc.), size 10-12, single-spaced, and with standard page margins on the sides (1 inch). It should look professional throughout. Images, tables, figures are encouraged – in some sections, they are necessary.

Progress Reports should follow the section-by-section template given below. There are three optional sections: “Changes to Project”, “Bibliography”, and “Appendices”. You choose to include them or not include them, depending on whether they apply to you.

Grading: Progress Reports will be graded out of 15 points. All members of the same group will receive the same grade. Each group starts with full 15 points. Then, points are deducted according to the template below.

Submission: Submit your Progress Report as well as other supplementary materials (code, images, etc.) through Blackboard. Avoid submitting very large files. Only one group member per project should submit on behalf of that group, in order to avoid duplicate submissions or conflicting versions being submitted.

PROJECT TITLE

List of group members: John Doe, Jane Smith, Mary Lane

ORIGINAL TIMELINE

Copy and paste your original week-by-week timeline/schedule from your Project Proposal. Do not modify it. You will reference it when writing the rest of the Progress Report.

Grading: Up to -4 pts if not done correctly

ACCOMPLISHMENTS

Based on the above timeline, which tasks have you completed so far? Which milestones have you met? Provide an item-by-item list.

State whether each task is fully completed or partially completed. If the task is partially completed, then indicate when you expect it to be fully completed.

For each item that you claim to be fully or partially completed, you must provide proof of completion. This may include source code, screenshots, attachments, text, derivations, etc. If no proof is provided, we will automatically assume that it is incomplete (no effort made). Provide the proof in the Appendix of the Progress Report or by submitting it separately via Blackboard (reference the submitted file here in the Progress Report).

Grading: Up to -2 pts for each task that was supposed to be completed according to your timeline, but it is either not completed or there is no proof of completion. Tasks that are delayed by roughly 1 week or less will not be penalized, but longer delays WILL be penalized.

REMAINING TASKS

According to your Original Timeline and your Project Proposal, which tasks remain unfinished? What are your goals until the end of the semester? Provide an item-by-item list.

Do you expect any difficulties or roadblocks ahead, based on your experiences thus far? Discuss the estimated time of completion for each task (1-3 sentences).

Grading: Up to -2 pts for each key task or discussion that is missing.

SELF-ASSESSMENT AND PLANNING

Here, keeping in mind your Original Timeline, your Accomplishments so far, and your Remaining Tasks, **truthfully** assess your own progress. Decide whether you are on, ahead, or behind your schedule. Your self-assessment will be compared against our independent assessment.

If you are on schedule or ahead of schedule, then good job!

If you are behind schedule, develop a concrete plan regarding how you will speed up and catch up. Justify your plan. Your plan should be designed by considering how behind you are (e.g., only 1 week behind or 2-3 weeks behind?).

Grading: First, you will be graded on whether your self-assessment is truthful and accurate. Up to -5 pts if your self-assessment is not truthful, overly optimistic or overly pessimistic. Second, if you are behind schedule, you will be graded on whether you have a concrete plan for catching up, and whether your plan is realistic and justified. Up to -5 pts for the second part.

REVISED TIMELINE

Based on the above, what is your revised timeline/schedule for the remaining weeks? Edit your original timeline/schedule table to turn it into a revised timeline.

Grading: Up to -4 pts if a revised timeline table is not provided, the timeline is not realistic, or contains errors.

[OPTIONAL] CHANGES TO PROJECT

If you modified your original project proposal and/or changed your project scope, you should include this section. If not, then you do not need this section.

Give a list of the items that were changed. Justify your changes. You cannot make your project substantially “smaller” or “weaker” at this stage.

If you have made substantial revisions, you should also include a revised version of your proposal as an attachment when submitting to Blackboard. Note that, at the end of the semester, your project will be graded based on what is submitted in the proposal or here, so it is **important** to indeed update your proposal if you made substantial changes.

[OPTIONAL] BIBLIOGRAPHY

List of references you used or cited when preparing your project proposal. Any citation format is accepted (MLA, APA, Chicago, etc.) as long as you are consistent.

[OPTIONAL] APPENDICES

Appendices can be used for providing proofs of task completion: screenshots, mathematical derivations, list of survey questions, statistics, etc. You can have one or more appendix sections (name them Appendix A, B, C or Appendix 1, 2, 3).