**Project Midterm Update Report Template**

*Title of your project, Team member names*

*Insert a Table of Contents after the first page with page numbers.*

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2. **Sponsor Background (if senior design project)**
3. **The Stakeholders**
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   7. **Goal Refinement Graph**
   8. **Context Diagram**
   9. **Conceptual Model**
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6. **Person(s) to be Interviewed**
7. **Risks and Roadblocks with Mitigation Plan**
8. **Timeline**

Note that each section, if it involves a diagram, should also explain the diagram. This document is not expected to be complete but an in progress document. Some sections might not be completely fleshed out and that is ok.

Refer to the Volere Template for Requirements Specification for some ideas on what to write in the above sections. The document is structured a bit different but covers the topics above. The document is very comprehensive and is meant to be a guide for you. It is not meant to be replicated in its entirety.

The final set of project deliverables will provide a new template in which you can incorporate a lot of the current writeup.

**Comments on what to write for some of the above sections is given below.**

**Project Overview**

*Overall, this section is used to give an executive summary of your proposed project. Please provide a clear high-level description of the problem/challenge/opportunity you are faced with.*

*Explain the business objectives or goals related to your proposed project. This may include more immediate goals for the project along with some long-term objectives or potential project highlights. This section could also be a statement or description of the problem you would like to have the Senior Design project team solve for you.*

**Sponsor Background**

*Give some description and background for your organization. Some of the students may not be familiar with your organization and this is a chance to help them understand your history, directions, profile, etc. You could include links to additional information like your company website.*

**Project Stakeholders**

*Typically, there are several individuals in a company that have a vested interest in a project. If they are known at this time, you can list those individuals at your organization that will be involved in this Senior Design project but are not likely to be the initial primary contact for the project team. Include a list of those groups/departments in the organization that will be impacted by the implementation of the system.*

**Current System Overview**

*Following your organizational and stakeholder information, give an overview of the current system or processes followed, as well as any relevant background information. In addition, a list of challenges or opportunities with the current system or processes could be placed here. Links can be used as well to supplement your information.*

**Proposed System/Scope**

*Over the next four subsections, give your vision for a solution to your project. Start with a business justification with its expected benefits, then list an overview and strategy, any comments on the specific scope of the system, and known architectural requirements. You may wish to just describe the proposed system in one or two paragraphs here instead of breaking it out into these subsections.*

**Business Justification**

*Describe the business justification(s) for doing this project. Explain how the completion of the project will add value to your organization. Include your proposed system benefits. Some of the new, proposed system benefits are likely to already be known by you. This is generally the measurable impact the new system will have within your organization and beyond (other involved parties or stakeholders). This section is helpful for the students to grasp and understand the impact. The students will perform a detailed analysis of their proposed system to determine whether their design provides the expected value for the organization.*

**Proposed System Overview and Strategy**

*Place here your overall vision for the final solution you wish to achieve. You may know of some of the components, anticipated requirements, etc. of the new proposed system and those should be elaborated here. This could include any strategies to be considered by the team, information about the end/primary user base, and/or any research that will need to be completed by the team.*

**Scope of Work**

*You may know that some pieces of your overall vision for a solution need to be completed as part of this Senior Design project and likewise some pieces that will certainly not be included in this project. This section is for the specific items the team will or will not be developing. Here you can also state any known scoping considerations for the project.*