**ENGG1500 Assessment 2b**

**Progress report**

**Individual assessment task**

**Due Monday 24/04/17 (week 8) at 3pm as a soft copy to Blackboard**

**Submit a hard copy in your week 8 workshop**

**Weight: 15%**

Your task is to write a progress report on your teams progress up until week 7 on the project. In this assessment task your target audience is the imaginary funding body (who has put the monetary investment into this project) and is asking for a progress report. The task is detail progress on the project so far and have a clear plan to be completed by test day. You will need to highlight all issues you have faced so far and any roadblocks you currently see which may prevent you from achieving you gaol. This assessment is designed to be similar to reporting to an industry client. You will be assessed on both your content and your formatting in this assessment. The formatting is heavily weighted, use of the writing guide is suggested.

Your funding body has a strict set of **guidelines** about what is to be in the report:

Project introduction/description/scope (maximum 1 page)

Description of tasks undertaken each week by each team member. A table format is suggested here. (maximum 05 pages per team member)

A description of each team members initial design (maximum 1 page per design)

Outcome of team discussion of initial designs (maximum 0.5 pages)

Current design and explanation for how the design will achieve the end goal of the project (maximum 2 pages)

Tasks each team member will conduct in order for successful project completion (maximum 1 page per team member)

Gantt chart for the remaining tasks in the project (maximum 1 A3 page)

Expected performance on test day, including expected mark (maximum 0.5 pages)

Your report must use correct English spelling

Your report must use correct English grammar

Your report must be of a professional standard

The style guide stipulates you will use:

* 12 point Times New Roman font for body text
* Double spacing at all times
* Justified text
* 16 point bold and underlined Times New Roman Headings
* 14 point underlined Times New Roman sub headings
* Black text at all times
* Squares for bullet points
* 1.27 cm margins
* A table of contents
* List of tables
* List of figures
* All heading will start on a new page
* Referencing according to a ‘numbered’ system
* In built cross referencing for all figure and table references
* Page numbers in the footer
* Roman numbers used as page numbers before the first page of the body of the report
* Name and student number in the footer
* Date of submission and ‘ENGG1500 Assessment 2b’ in the header
* Supplied ENGG1500 title page
* Names to be written as first given name, middle initial(s), family name
* Standard figure width of 16 cm
* Tables cannot be spilt over two pages
* No vertical lines in tables
* Any and all rules specified in the ENGG1500 writing guide to be obeyed
* Any and all rules described in the ENGG1500 lectures to be obeyed
* Complete consistency throughout the document across all remaining ambiguous rules

**Marking**

In this assessment task, you will all begin with 15 marks then lose up to a maximum of 2 marks for each of the guidelines you fail to fully meet. You will also loose 0.5 marks for each dot points in this document you fail to adhere to.