

Outline of a Final Thesis Interim Progress Report

1. Goals of the Project

Give a short summary of the main objectives of the project and the expected results.
Provide an overview of the report, chapter by chapter.

2.π Overview of the System Specification

Provide an overview of the initial specification, setting out the main features of the system or project and addressing at least system functionality, interfaces (electronic and/or human), and signal/information representations.

3. Background Theory

Describe the essential theory or theories to be applied in the thesis.

4. Overview of Task Specification and Project Schedule

List the primary tasks and sub-tasks required to carry out the project and an overview of the project schedule, giving the timings (start date, duration, amount of effort) of each task. List and discuss any changes that have been made to the initial specification of the project.

5. Review of Tasks

Provide a *comprehensive* review of the status of each task and sub-task, setting out at least:

- ◆ The status (not started, on-going, complete, behind schedule, ahead of schedule ...);
- ◆ Problems encountered and identified solutions;
- ◆ Anticipated problems and possible solutions;
- ◆ Impact on the project schedule.

6. Interim Results

If possible, provide examples of any interim results you have achieved.

7. Short Term Plans

Identify the next steps you will take in the project.