School of Information Technologies

**COMP5703 Information Technology Capstone Project**

**Information Systems Project**

**Weekly Progress Report Guidelines**

1. **General objectives of the progress reports**

The weekly progress report aims to guide each group about what should be reported and discussed with their supervisor/mentor/tutor. Each week the group should be addressed and not be limited to the topic of the week. The oral presentation might be carried on to give every student practice in giving an oral presentation to a group of their peers.

Notes:

* Individual contribution: All members of each team must come forward and explain their contribution to the project.
* Teamwork is very important for this project. Please meet regularly with all your team members and ensure that everyone contributes towards the report (proposal and final report) and the presentation.
* Please discuss with your lecturer/tutor/supervisor if your team is facing any problems.

1. **Weekly discussion topics**

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| **Week** | **Topic** | **Objectives** |
| **2** | **Interviewing the Client (if applicable)** | * Critical issues: interview strategies, methods, difficulties, good and bad experiences, outcomes. * How you came to meet your client. * What sort of interview, where, how long. What questions you asked. How you recorded information. Have you arranged next meeting? (If not yet met your client, explain why, what your plans are, what sort of interview you intend). * Outline the problem domain, elements of the problem, constraints, pressures. |
| **3** | **Defining the Problem** | * Critical issues, focus, exact formulation, objectives, team acceptance, client approval (if applicable). * The nature of the question/problem that your client has asked you to answer/solve. * If you have not met your client, explain why and what your plans are to overcome this problem (if applicable). * Outline the steps that you/your team has taken to allocate tasks and to arrange meeting times (apart from with your supervisor/mentor/tutor). |
| **4** | **Deciding on a Methodology** | **Using the literature, tools, techniques and technologies, selection criteria, evaluation.**   * State your research question(s)/problem(s) * Compare current progress with plan * Outline the methodology which your team will take in attempting to solve this problem. |
| **5** | **Confirmation of Project Proposal** | **Selling the idea, negotiation, compromise, agreement, signing off**   * State the problem that your team put forward in your project proposal to the client * Comment on your team’s current progress compared to the project plan * Describe how your team presented the proposal to the client. What was the client’s response? Explain any changes to the proposal which your client suggested. Do any of these make a major difference to your concept of the project? Was the client happy to sign off on the proposal?   **Proposal submission due!** |
| **6** | **Data Collection and Analysis**  **or**  **Prototype Development.** | **Specifics of the tasks – what, how, problems encountered, strategies adopted, execution, selection of tool/resources.**   * State the question/problem that your team is tackling. * Comment on your team’s current progress vs plan. * Either describe nature of the data that your team is collecting. Explain how the team expects to collect this data. State the purpose of collecting this data. Outline the method(s) of data analysis that will be employed.   Or   * Describe the nature of the prototype system that your team is building. State what you are going to use it to demonstrate. Outline the method(s) of analysis, design, development and evaluation that will be employed. |
| **7** | **Progress and Findings** | **Progress, literature cited & evaluation, products/tools selected & why, research/development strategies, methods of recording/documenting**   * State the question/problem that your team is tackling * Comment on your team’s current progress v. Plan * Explain what progress you have made, any difficulties you have encountered in obtaining necessary data/information. Identify particular sources (people, tools, institutions, journals, websites) that have proven particularly useful and why they are valuable. Describe how you have recorded/documented data/information. |
| **8** | **Team Dynamics & the Group Culture** | **Teamwork, strategies, problems, solutions, making use of individuals, team culture.**   * State the question/problem that your team is tackling * Comment on your team’s current progress vs plan * Suggest what aspect of team dynamics your team considers to be the most crucial issue for a project team to get right. Give a qualitative assessment of the success or otherwise of your team’s performance. Suggest any changes to practice that the team would make ‘next time’. Compare theory with reality. |
| **9** | **Testing and Evaluation** | **Identifying targets, determining performance/satisfaction measures, test scenarios/research evaluation, testing strategies**   * State the question/problem that your team is tackling * Comment on your team’s current progress vs plan * How your client is going to evaluate your research/prototype. How will you measure how successful or otherwise your work has been. Details of testing or evaluation strategies that you will use.   **Guidelines: Explain how your team is going to get the client to evaluate your work.**  *In the case of a research report:*   * What aspects can the client evaluate? For example, are the references helpful? Will they actually be able to look them up? Will they want to? * If you have carried out a survey how reliable are the statistics? Will the client trust them? How useful, convincing will the findings be? How will you know? * Will the client be able to make use of the ideas put forward? Will they seek a second opinion? Will they replicate any experimental work or survey to see for themselves?   *In the case of a prototype system or website:*   * How will the client test the system? Who will operate the system? * What test scenarios will you provide? How will the client ‘score’ the functionality or evaluate the interface? * How will you decide whether the test has been successful or unsuccessful? * Are there performance variables to be measured, e.g. speed of retrieval, turnaround time, transactions per second? How will these be measured? What criteria for success?   **Progress report submission due!** |
| **10** | **Achievement of Objectives** | **Measuring success, gauging client satisfaction, evaluating benefits to client, next step for the client, project review**   * State the question/problem that your team is tackling * Comment on your team’s current progress vs plan * Restate the objectives of your project as set out in the project proposal and explain how their achievement has been confirmed by the client.   + List any of these objectives that have not be achieved and explain why.   + Explain how the team can demonstrate the achievement of the project objectives.   + Describe the response of the client to the final project report, and what they intend to do next.   **Guidelines: Give details of the outcome of your client’s evaluation of your research report and prototype system.**   * How did you manage the testing? * How did you record the data/information provided by the client? * What was the client’s reaction? Will they be making use of the system/report your provided? * Was the evaluation successful? How do you know? |
| **11** | **Findings and Contributions** | **Articulating contributions to client, evaluate and review the success/failure of the project**   * State the question/problem that your team is tackling * Comment on your team’s current progress vs plan * Restate the objectives of your project as set out in the project proposal and explain how their achievement has been confirmed by the client. List any of these objectives that have not be achieved and explain why. Explain how the team can demonstrate the achievement of the project objectives. Describe the response of the client to the final project report, and what they intend to do next.   **Guidelines: Give details of the outcome of your client’s evaluation of your research report and/or prototype system.**   * Explain what contributions you have made, any difficulties you have encountered in performing your projects (e.g., difficulties in obtaining necessary data/information). Identify particular sources (people, tools, institutions, journals, websites) that have proven particularly useful and why they are valuable. Describe how you have recorded/documented data/information. |
| **12** | **Reporting** | The draft final report and draft presentation should be discussed and handed. |
| **13** | **Reporting** | **Project presentation due!**  **The final project report is due!** |