

# Project reports

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# What is a progress report

- Provide status of your project
- Inform management and peers on how things are going
- Transparency is key
- Frequency
- Academia vs Industry

# Observations

- Is this really need it?
- Keep trains running on time
- Helps you be more focused
- Triage

# Project health

- Different ways of reporting status
- A common structure:
  - Green -> project is on track
  - Yellow -> project is slipping on a milestone or date
  - Red -> project is not on track, needs critical item to get done
- Actionable actions
- Pivot

# Project health - II

- More focused on individual contributors
- Research and engineering
- Structure
  - What are you working on this week?
  - What do you plan to get done next week?
  - Where are you blocked?
  - Where do you need help?

# A potential structure

- Reference the original plan
  - Are you on track?
  - What are the roadblocks?
- Progress
  - What got done, what you learned, new ideas, new directions, etc.
  - What was blocking you, how did you solve it, etc.
- Next steps
  - What's the next
  - Make each item measurable and, if possible, with a deliverable
  - Dates and/or timetable

# Managing deadlines

- Work backwards
- Submit paper to conference by August 20<sup>th</sup>.
  - 1 week to write paper (results by August 10<sup>th</sup>)
  - 1 month to run experiments and analyze results (designs by July 10<sup>th</sup>)
  - 1 week for experimental design (code complete by July 1<sup>st</sup>)
  - 1 month to finish coding (data sets by June 1<sup>st</sup>)
  - 2 weeks to collect data (problem scope by May 15<sup>th</sup>)
- Progress report for each of the main milestones
  - Data collection, coding, experiments, data analysis
- Actionable items

# Another potential structure

- Time periods
  - Previous, current, next
  - Task completed per period
- Specific tasks
  - Show order or sequence of tasks
  - Progress per task
- Larger goal
  - Overall effect on what has been done



# Report structure

- Subset of the final report
- Same outline
- Introduction (short overview)
- Status
- Research findings
- Next steps
- References
- Appendix

# Main points

- People may not have the time to go through all details
- Executive summary
- Abstract
- In a nutshell
  - What's the problem and why is important
  - What's going on well
  - What needs attention
- If everything looks great ... to be good to be true

# Progress report format

- Short report
  - 4-5 pages
  - Presentation
- Formal report
  - 10-12 pages conference style
  - Presentation
- Technical reports
  - Extended version of the conference style paper
  - Unlimited pages
- Letter
  - Outside organization