INFO 5901: Progress Report I

Due in CMS **before** your **scheduled** progress meeting.

At this point in the semester you should be working at full capacity on your project. You should be actively communicating with your client and producing your project's deliverables.

However, before you get too far along in the semester, we want to check in with you to make sure we understand the status of your project. We've designed this progress report to require as little time as possible so you can keep working on your project rather than on this class' assignments.

Progress Report (100)

You will produce several artifacts to communicate the status of your project to us. You will then informally "present" these artifacts in a 30 minute progress meeting. Remember to be honest when reporting your status!

Status Artifacts (50)

For your progress report you will produce four items. Observe that many of these items you already have, you'll just need to quickly update them to be current.

1. A "4-box" as discussed in Jon Saxe's guest lecture.
2. A risk mitigation chart describing how your team mitigated high/medium risks since the outset of the project (this is the r**isk-mitigation-template.xlsx** from your Project Plan – Part I).
3. A one page project plan (this is the **project-plan-template.xlsx** from your Project Plan – Part I).
4. A preliminary work product from your project. Depending on goals of project, this could be a draft wire frame, low fidelity prototype, data flow, outline, requirements, arch diagram, tech diagram etc. This is just a mechanism for describing progress and goals. This can be a screenshot for your CMS submission.

Remember when submitting any materials to the course staff that your protect your client's IP. You should be able to communicate to us what is going on with your project without leaking any confidential information. This does not apply to Cornell projects or CSP-ECs with option A or B. It does apply to CSP-ECs with option C.

Submit your status artifacts to CMS before your scheduled progress meeting.

Progress Meeting (50)

Your group will need to schedule a time to informally present the status of your project October 3rd, 4th, or 6th. This informal presentation/meeting will be 30 minutes. For your meeting you should bring paper copies of the first three items. You will also use the projector in the conference room to display all four of your artifacts.

This is an informal presentation. You are simply sharing your current progress with us. Each group member is required to speak during the meeting. Because this is an informal presentation, you should not use slides. Rather you should pass out the paper copies of your artifacts, bring up an artifact on the projector and present your status. You will be graded on whether you attend your scheduled meeting time; we are not grading you on your presentation.