

## Report 3 Team Project – MILESTONES (10%)

The following Milestones will help you scaffold the Report 3 Team Project in a well-managed, step-by-step way, plus receive feedback on your work-in-progress so you can make improvements and achieve your best before submitting for final grades

### Milestone 1: Team Charter (2.5%) - due Feb 21-24

By completing a Team Charter (see instructions under **Milestone 1 DROPBOX**), you should end up with a clear idea of how you'll work together, laying out expectations for collaboration, meetings, behaviour, outcomes, and so forth.

### Milestone 2: Task Analysis/ Workplan (2.5%) – due Mar 3-5

Establish a workplan—a timeline (in the form of a **chart**)—that maps the multiple **tasks** the team will need to complete to generate a quality Report 3 *and* a Progress Report.

Then, overlay the tasks with **dates** by which they should be completed, starting this week till the final due date for each assignment. Review the Report 3 and Progress Report assignments, plus given Milestones and, working back from those dates, assign pre-set deadlines by which you plan

- (a) to have specific tasks done by and
- (b) who will do them.

*To create an effective workplan, consider the following project tasks (you may add more if you wish) and assign dates AND team members to those specific tasks:*

#### Feasibility Report

- Document Design template
- Front Matter (Title page; Table of Contents; List of Figs & Tables; Executive Summary)
- Client Background
- Problem Definition (Need; Goal; Objectives; Constraints)
- Technical Description
- Methods of Assessment
- Results
- Discussion
- Recommendation

- Conclusion
- References
- Back Matter (Appendices)
- Revising and editing
- Final proofread

#### Progress Report

- Slide template
- Drafted content for Work Completed/ Work Remaining
- Time to rehearse/ record as relevant

### Milestone 3: Report 3 Document Template & Draft (2.5%) – due Mar 11-13

Create a document **map** – a **full outline of all sections** – for Report 3, complete with all headings, ENGR numbering system, and doc design elements in place (e.g. font style and size; margins; whitespace; colour theme; list style; borderlines, etc.).

Include **ONE introductory section** (along with an opening statement of **Topic + Purpose**): either a well-developed Client Context **OR** a Problem Definition. You may re-use content from the Pair Proposal *if it was well done*, but if so, you must **cite that assignment** to align with **Academic Integrity**.

#### **Milestone 4: Progress Report Slide Template (2.5%) – due Mar 18-20**

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Create a **presentation template** for your Progress Report, complete with all given slide **headings** for a Progress Report (see Progress Report assignment sheet), putting all design elements in place; include **placeholders** for **images** you wish to include in your presentation.