CS3 Capstone Projects

Stage 2-3: Progress Reports

1. Guidelines for Progress Reports [15 Marks]

Status reports are required showing progress of each member of the development team individually and should contain at least the following three sections (1.1, 1.2 & 1.3).

All reports should also contain:

1. Date of report
2. Report period
3. Name of project and client
4. Names of team members.

Marks are allocated for the usefulness and comprehensiveness of the reports. Given the unpredictable nature of these reports a fixed scheme cannot be given. It is important that the report reflect the true status of the project and the tutor should look for such accuracy.

1.1 Task Activities during the report period

Each item in this section describes a major activity during the report period including a breakdown of the individual contributions. The description of each activity should be two to three lines. Activities should be linked to the project deliverables and say which tasks (use cases) were implemented and if they are now fully functional.

In particular the report must contain record of test preparation and test outcomes.

Minutes or action points arising from meetings with the client, team or tutor should be attached.

1.2 Planned activities for the next report period

Each subsection within this section describes a major activity planned for the next report period. The description of each activity should be one to two lines. *They must be linked to the project goals.*

1.3 Problems

Each subsection within this section describes a major problem that either occurred during the report period, or that was reported previously and has not yet been resolved. This means that problems will be repeatedly reported until they are resolved. In particular, this section must explain if this report's Section 1 (Activities) does not correspond to the previous report's Section 2 (Planned Activities).

Include in the section any notes on actions taken to resolve problems within the team. If the problems are not resolved then you should discuss your concerns with the tutor or supervisor, the sooner the better.

1.4 Revised Schedule and Goals

If there are major issues then if necessary a revised schedule (Gantt chart or burn down chart) should be prepared. Possibly even new goals defined if the previous ones seem unattainable.