

IT 7993 Capstone Project Milestone #1 and #2 Report Guide

This guide applies to milestone **#1 and #2**.

Milestone Report Meeting

The purpose of the milestone report meeting is to review project progress, give feedback on team performance, and discuss next steps. A general agenda is:

1. Project progress report presentation and discussion.
2. Feedback on team performance and required submissions.
3. Planning for the next phase.

The meeting dates and times should be specified in the project plan. The project leader should confirm the meeting date/time with all stakeholders a week before the meeting; reschedule the meeting early if necessary. Allocate one hour for the meeting time. Failure to do this in a timely manner may result in your project delay and loss of points.

The project leader should attend the meeting. Not every member is required to present in the meeting. But we should try to involve as many people as possible, which is important in a capstone project course.

Presentation

Each team will deliver a milestone report presentation in the meeting. The report (PowerPoint) should include:

1. Cover slide: project name, report name, team members, course, affiliation, date.
2. Project summary slide: assess the overall project progress in terms of the final deliverables specified in the project plan. Summarize overall accomplishments as a group.
3. Milestone assessment: assess the completion status of each objective of the corresponding milestone listed in the project plan, with one dashboard like summary slide and then at least one slide of details for each objective.
 - a. Summary slide: specifically list each objective in the corresponding milestone from the plan, and label each as “completed”, “in progress”, or “changed”.
 - b. Use at least one slide to address the details for each objective. If completed, you need to summarize results and show evidence of your claim. For example, include screenshots, show live documents, or prepare live demonstrations if applicable.
 - c. If “in progress”, discuss delay reasons and further plans.
 - d. If “changed”, document and explain any change (or proposed change) to the original plan. The changes need the approval of the project owner and the instructor.
4. Report project experience like challenges, lessons learned, areas to improve, etc.
5. Review and discuss your Gantt chart.
6. Discuss the plan for the next phase.
7. Other issues.

Submission

Address the comments and feedback from the instructor and project owner, and reflect them in the updated presentation file and Gantt chart. Submit the following files to D2L by the due date:

1. Final version of the milestone report (please save the PowerPoint as a PDF file).
2. Updated Gantt chart Excel file (also save as a PDF file).
3. Other attachments required such as activity log, communication log, and other required supporting files.

Grading

Your grade is determined by presentation performance, report quality, project progress, as well as project owner feedback. See the attached evaluation form for more details. Failure to include required submissions will result in point loss.