

Objective: Progress reports should briefly propose how your team will address the issues discussed during the related lectures in your own project. This will help you plan and organize your project efforts early in the semester.

- Each report is a **one-page (max)** document written either in bullets (points) or in text.
- Do not take the progress reports lightly. **Anything you propose in your progress reports should then be implemented in your final project and included in your project report.**
- Hard copies should be submitted in the class on the due dates. Later submission will be penalized.
- The tasks and the due dates for each progress report are specified below:

Progress Report I

*Submission: **January 29th**, hard copy submitted in the class*

Project Integration Management & Scope Management Plan

- Provide an overview of the project background
- Specify the project scope and its general objectives
- List the product related deliverables
- Provide a summary of the project schedule and total estimated budget.
- Describe any considerations of scope or objectives to be excluded from the project or the deliverables,
- Mention your plan steps to manage the scope creep.

Progress Report II

*Submission: **February 26th**, hard copy submitted in the class*

Project Time Management Plan & Cost Management Plan

- Specify the methods to be used to estimate project schedule and project cost
- Specify the sources of estimate data and the basis of the estimation such as: analogy, rule of thumb, standard unit of size, cost model, historical database, etc.
- Specify the methods to be used to re-estimate the project schedule and cost
- Specify the schedule for re-estimation activities, which might be regular, a periodic or event-driven (e.g. on project milestones).
- Determine the techniques that will be used to control the project performance (measure schedule progress and track the project cost).
- Mention your plan to get the project back to the cost and schedule baseline in case of bad performance.

Progress Report III

*Submission: **March 19th**, hard copy submitted in the class*

Project Quality Management plan & Risk Management Plan

- Specify your plan to manage the quality of the project and the processes to be used to identify the quality metrics
- Specify the tools to be used for auditing the project conformance and quality assurance procedures
- Specify tools and techniques to be used for measuring and controlling the quality of the work and the resulting work products.
- Specify the risk management plan for identifying, analyzing, and prioritizing project risk factors.
- Identify procedures for tracking the various risk factors, and for evaluating changes in the levels of the risk factors and responding to changes in the levels of the risk factors
- Identify risk management work activities, the procedures and schedules for performing risk management work activities.