

# Progress Presentation

Let's make progress and report

# Project Tracking

- Successful Project
  - On Time
  - Within Budget, and
  - To the Required Level of Quality (Satisfaction of Design Requirements)

## Tracking and Review

The following questions were regularly asked:

“Where are we today?”

“Where do we need to go?”

“What do we need to do?”

“When can it be done by?”

These simple questions helped frame the project's progress and resulted in appropriate measurements of tasks and timescales.

# Project Milestones vs Outcomes

## Appendix 1

**ORIGINAL PROJECT MILESTONES AND OUTCOMES. SUMMARY** (from Public Report to Prove the Concepts of Interoperability Within Managed Learning Environments in the Further Education Sector (Colchester Institute). Written by Jayne Bacon.

	Milestone	Outcome
1	Submit tender to JISC 6 Feb	DONE
2	Agree with partners' monthly meeting dates and venues March	DONE
3	All partners to agree on detailed action plan for the interoperability process to start March – April.	DONE
4	To identify a steering group to include a student, member from another college, ILT champion, member of SMT, Head of IT Services, Curriculum Manager and ILT Development Manager	This was not done as stated instead many different cross college meetings took place and heads of faculty and centre as well as staff from FE and HE were invited. This was deemed as the steering group.

# Project Risk Management

- Project Risk
  - Definition: “A risk is something that may happen and if it does, will have a positive or negative impact on the project”
  - If it has a probability of 100% - in other words it will happen - it is an issue.
  - A risk must also have a probability something above 0%. It must be a chance to happen or it is not a risk.
- Risk Management Plan
  - Risk Identification
  - Risk Quantification
  - Risk Response
  - Risk Monitoring and Control

# Progress and Report

- **Progress Reporting and Presentation Purpose**
  - Review Team's Works
  - Describes Progress
  - Present important highlights
  - Risk Monitoring and Management
- **Progress Report**
  - Concise Progress Reporting focused on the Progress and Milestones vs. Outcomes
- **Progress Presentation Overview**
  - **10 – 15 minute** presentation (including Q&A)
  - **Max 10 slides**
  - **All team** members must be present
  - **Respond** to questions and suggested ideas
  - **Submission** of the presentation file a day before presentation
  - **Keep** hardcopy in your project folder

# Progress Presentation Format

- **1 - Cover Page and Introduction**
  - **Project Overview**
  - **Progress**
  - **Risks**
- **2. Milestones vs outcomes**
- **3. Analysis of the outcomes**
  - Highlights
    - What went well over the last period
    - Key findings and results
    - Impacts of the results
  - Lowlights
    - What did not go well during the period
    - Changes to be made in the approach
  - Issues
    - Barrier to be removed
    - Problems beyond team's scope or authority
    - Issues responsible to the lowlights
- Plans
  - Areas to be focused next period
  - How lowlights and issues resolved
  - Future actions
- Project Risks and Risk Management
  - Risk Identification
  - Risk Control and Responses
- **4. Supporting Information**
  - Drawings of Design
  - Experimental Settings
  - Key Indicators of Performance
  - Results from Analysis and Testing (plots, etc)

# Progress Presentation Grading & Schedule

- **Grading of Progress Report Presentation**
  - **Team grade** for presentation contents, delivery, and progress made
  - **Individual grade** for subject understanding and communication skill
- **Upcoming Progress Presentation Schedule**
  - **W FEB 11**
    - Focus: Toward Implementation
  - **W FEB 18**
    - Focus: Evaluation Plan

# A Few Changes in Grading

- **Fall 2008:**
  - Individual Works (A) 10%
  - Team Works (B) 70%
  - Attendance (C) 10%
  - Final Exam (D) 10%
  - Peer Evaluation (P)
  - Final Score =  $A + C + D + B/2 + (B/2) * P$
- **Spring 2009:**
  - Individual Works (a) 20%
    - Individual Presentation (Subject + Communication) 10%
    - Personal Portfolio 10% – “demonstration of your ability of design project to your future employer or admission officer”
  - Team Works (b) 70%
    - Presentation contents
    - Team Binder
    - Team Report
    - Team Activities
  - Attendance (c) 10%
  - Peer Evaluation (p)
  - Final Score =  $a + c + 0.6 * b + 0.4 * b * p$