Progress Presentation

Let's make progress and report

Charles Kim – Howard University

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

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.

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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

- ## Note: an industry expert would soon be invited to the class to give a lecture on this subject

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 Report Content and Order**
  - Background of the project (why do I do this project?)
  - Problem Definition (what specific problem do I try to solve?)
  - Solution Approaches (How do I solve?)
  - Status of Project and Progress (Where am I on the road?)
  - Achievement since last progress report (highlights)
  - Concerns and difficulties met
  - Plan for next few weeks

Progress Presentation

- **Progress Presentation** must follow progress report in contents
- **Bring, Show, and Tell** hardware/software product under development
- **Project Milestone vs. Outcome Table** must be discussed.
- **15 minute** presentation
- **Max 20 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 Grading & Schedule

- **Grading of Progress Report Presentation**
  - Team grade for presentation contents, delivery, and progress made
  - Individual grade for <u>subject understanding</u> and <u>communication skill</u>
- **Upcoming Progress Report Due and In-Class Progress Presentation Schedule**
  - W JAN 27 (Classroom)
  - W FEB 10 (Classroom)
- **First Public Progress Presentation Day**
  - W FEB 17 (Engineering Library)

Grading Policy

- Individual Works (a) 20%
  - Individual Presentation (Subject + Communication)
- Team Works (b) 70%
  - Team Presentations
  - Team Binder
  - Team Reports
  - Team Activities
- Attendance (c) 10%
- Peer Evaluation (p)
- Final Score = $a + c + 0.6*b + 0.4*b*p$