Progress Reporting and Presentation

EECE404 Senior Design II
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www.mwftr.com/SD.html
Progress Toward Final Product

• Or Transformation from a Bison to a Salmon or a Chicken?
• **Successful Project**
  - On Time
  - Within Budget, and
  - To the Required Level of Quality (Satisfaction of Design Requirements)

**Question:** How do we optimally allocate resources [i.e., *person-hour*] to be **on time** and **on quality**?
Project Tracking and Review

• **Tracking**
  – Where is the project going?
  – Where are we in the project schedule and milestone?
  – Where do we need to go/do next?
  – When can it be done?

• **Review**
  – Answers to the above questions
  – Appropriate measurement of project progress
  – Identification of project (or component) failure risks
Risk Management

Risk = \( R(\text{Impact, Probability}) \)
Risk Management

– Risk Identification
– Risk Monitoring and Control
  • Avoid? Then who’d do the job?
  • Transfer? To whom?
  • Accept? With an unacceptable risk of being flunked (project failure)?
  • Mitigate? We prepare and manage
## Risk Management Example

### Risk Matrix

<table>
<thead>
<tr>
<th>Rank</th>
<th>Risk</th>
<th>Mitigation Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Motor Controller Failure</td>
<td>R</td>
</tr>
<tr>
<td>2</td>
<td>Motion detector malfunction</td>
<td>R</td>
</tr>
<tr>
<td>3</td>
<td>Video feed incompatible</td>
<td>R</td>
</tr>
<tr>
<td>4</td>
<td>Beacon circuit issues</td>
<td>R</td>
</tr>
<tr>
<td>5</td>
<td>More testing may be required for Homing</td>
<td>R</td>
</tr>
<tr>
<td>6</td>
<td>FPGA software behind schedule</td>
<td>W</td>
</tr>
<tr>
<td>7</td>
<td>Cost growth for parts</td>
<td>A</td>
</tr>
<tr>
<td>8</td>
<td>Limited communication reception</td>
<td>W</td>
</tr>
<tr>
<td>9</td>
<td>Resources insufficient</td>
<td>A</td>
</tr>
</tbody>
</table>

### Approach

- **W** - Watch: 
  - Wake, Burning Oils, Study
- **R** - Research: 
  - Search, Testing, Experimentation, Getting helps
- **A** - Accept

### Risk Matrix

- **Likelihood (Probability)**: 1, 2, 3, 4, 5
- **Consequences (Impact)**: 1, 2, 3, 4, 5
- **Criticality**: High, Med, Low
Progress Presentation

• **Purpose**
  – Track and Review Team’s Works
  – Describes Progress (Milestone vs Outcome)
  – Present important highlights
  – Resolve issues
  – Risk Monitoring and Management

• **Frequency**
  – Every 2 weeks

• **Format**
  – **15 - minute** presentation (including Q&A)
  – **9 slide pages + Extra**

• **Submission**
  – Bring the presentation file (PPT or PPTX) to the class in a thumb drive on the presentation day
  – **Keep this at your project webpage/Box/Etc**
Progress Presentation Format - 1

- **Slide 1**: Project Title / Member Names/Date
- **Slide 2**: Project’s Final Goal and Deliverable
  - Illustration
  - Final Design Schematics
  - Hardware & Software Diagram
- **Slide 3**: Semester-End Deliverable
- **Slide 4**: Milestone Summary
  - Implementation and Evaluation Plan vs. Achievement
Progress Presentation Format - 2

- **Slide 5: Activity Summary** [Use this split format]

  - **HIGHLIGHTS**
    1. What went well over the last period
    2. Key findings and results

  - **LOWLIGHTS**
    1. What went wrong over the last period
    2. Key issues and struggles

- **RISK MANAGEMENT**
  1. Risk identified
  2. Control and Mitigation

- **NEXT PERIOD ACTIVITIES**
  1. For Resolution and Rectification of the Lowlight Issues
  2. Next Major Milestones to Achieve
Progress Presentation Format - 4

• Slide 6: Details of Highlights of the Period
  – What went well over the last period
  – Key findings and results (with diagrams)
  – Any Changes made from the previous period
  – Explanation of the demo/hardware (completed so far) details
  – Photos and/or video clips of the hardware in action

• Slide 7: Details of Lowlights of the Period
  – What did not go well during the period
  – Key problems faced (with drawing, photo, video, etc)

• Slide 8: Risk Mitigation Measures (with a chart)
  – Issues responsible to the lowlights
  – Identified Risks
  – Barriers to be removed
  – Risk mitigation measures and activities ---tabular format

• Slide 9: Focus of Next Period Activities
  – How lowlights and issues are to be resolved
  – Changes to be made in the approach
  – The next major milestone to achieve
Progress Presentation Format - 5

• Slide 10 -: Tangible Results
  – Photos
  – Video clips
  – Hardware in action
Grading for Progress Presentation

• Team score
  – Task (50%)
    • Presentation contents (the amount of progress)
    • Subject Understanding
  – Oral Presentation (50%)
    • Effective Use of Slides
      – Color contrast
      – Font Size, Etc
    • Professional communication skill
      – Eye Contact
      – Clear Voice
      – Body Language
      – Team presentation
Progress Presentation Schedule Feb - Mar 2016

- **Feb 10: First Progress Presentation (1/2)**
  - Terminator Arm
  - UCC
  - Golden Snitch
  - Intruder
- **Feb 17: First Progress Presentation (2/2)**
  - Slate8
  - FLEX
  - HU Telescope
- **Feb 24: Second Progress Presentation (1/2)**
  - Intruder
  - Golden Snitch
  - UCC
  - Terminator Arm
- **Mar 2: Second Progress Presentation (1/2)**
  - HU Telescope
  - FLEX
  - Slate8