**IT 7993 Capstone Project Milestone 1 & 2 Report Guide**

**General instructions**:

There are three milestones in this class. The guide applies to milestone 1 and 2. The purpose of the milestone 1 and 2 report is to ensure each student team is making steady progress toward the successful completion of the project.

For each milestone, the project team needs to schedule a milestone meeting with project owner and course instructor. A milestone report needs to be submitted to the corresponding assignment drop box in D2L course website.

**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 team lead should confirm the meeting date/time with all stakeholders including students, project owner and instructor, a week before the meeting. 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.

All team members are expected to attend the meeting.

**Presentation**

The project 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.
	1. Summary slide: specifically list each objective in the corresponding milestone from the plan, and label each as “completed”, “in progress”, or “changed”.
	2. 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.
	3. If “in progress”, discuss delay reasons and further plans.
	4. 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**

For each milestone, the project team is expected to be submitted following documents to the corresponding drop box in D2L course site.

1. A milestone report that includes following contents.
	1. The report should be saved in MS Word format. Times New Roman font, 12pt, single spaced. The report should be professionally formatted and free of grammar and spelling errors.
	2. A title page with project title and team information
	3. Updated project plan including project description, project requirements, milestones, and URL of the project website
	4. Project progress report
		1. Summary of the project progress: the goals for this milestone, what have been accomplished, feedbacks received from the milestone meeting and the next steps.
		2. Record of the accomplishment: For development type of project, include solution developed such as analysis and design of the system, screen shots of developed system components, etc. For research type of project, a research report should be included. **If in doubt, consult the instructor on what should be included in the “Record of the accomplishment”.**
		3. Supporting documents such as meeting logs, weekly project progress report submitted, etc.
2. A PowerPoint slides used in the report meeting.
3. Updated Gantt chart
4. Updated project website. No need for a separate submission. Will verify through link provided in the progress report.

**Grading**

Each milestone report will count 5% of total course grade. The evaluation will mainly base on completeness of the report submitted, performance team presentation in the milestone meeting and teamwork activities such as communication, project planning management, and team energy etc. See the Milestone Evaluation Form document in the D2L site for details.

The quality of solution (system developed, or research report generated) will not be major factor in deciding milestone report grade. However, the project team is expected to make changes based on the feedback from project owner and instructor. The quality of product produced from the project will be a major factor in evaluating the final report.