## IT 7993 Capstone Project Milestone 3 Report Guide

## General Instructions

## Milestone 3 is the concluding part of the whole project. Every team should have completed the project as planned and report the project outcome to the project owner and the instructor. Below is a list of the activities in milestone 3.

## Milestone 3 report meeting.

## Project final package submission.

Below is a list of activities related to milestone 3.

## CCSE -C Day presentation – before or after milestone 3. See Project Presentation/C-day module for details.

## Project Owner’s acceptance and evaluation of the project – after milestone 3. See “Submission and Grading” subsection below for details.

## Formal Project presentation at Department IAB meeting or project sponsor site – after milestone 3. See Project Presentation/Department presentation for details.

## Milestone 3 Report Meeting

The purpose of the meeting is to review and evaluate project goals, deliverables, and team performance for the whole project, not just items listed in milestone 3. A general agenda is:

1. Project overall outcome report presentation.
2. Examination and discussion of the final project deliverables.
3. Feedback on team performance and areas of improvements.
4. Plans to wrap up the project.

The meeting date and time 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 and participate in the meeting.

## Milestone 3 Presentation

Each team will deliver a 30 minutes project conclusion presentation in the meeting. A team may use this presentation as a practice for formal presentation at Department IAB meeting or project sponsor’s site. The report (PowerPoint) should include at least the following:

1. Cover slide: project name, report name, team members, course, affiliation, date.
2. Project summary: overall goals, completion status, group accomplishments, etc.
3. Assess each final deliverable specified in the project plan, with one dashboard-like summary slide and more slides for details on each deliverable.
	1. Present technical details such as design, coding, testing, etc.
	2. Present relevant concepts, research results, analysis, documentation, etc.
	3. Prepare supporting materials for more details and live demonstration as they may be requested in the meeting.
4. Review and summarize your workloads (based on Gantt chart) and major contributions of each member.
5. Project experience reflection: challenges, learnings, etc.

## Submission and Grading

There are two submission for milestone 3.

1. **Milestone 3 Report to Milestone 3 drop box including following content.**
2. Milestone 3 progress report.
	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. Summary of the project progress: the goals for this milestone, what have been accomplished, feedbacks received from the milestone meeting and the next steps.
	5. Supporting documents such as meeting logs, weekly project progress report submitted, etc.
3. A PowerPoint slides used in the report meeting.
4. Updated Gantt chart
5. Updated project website. No need for a separate submission. Will verify through link provided in the progress report.

**Grading**: milestone 3 report counts 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. The quality of solution (system developed, or research report generated) will not be major factor in deciding milestone report grade.

1. **Project Final Package**

After milestone 3 meeting, the project team makes changes based on feedback received from the project owner or instructor. The student team needs to create a project final package. Refer to the project final package sub-module in D2L on requirements and instructions. The student teams are suggested to start preparing final report after milestone 1 report. Many contents in milestone 1 and 2 could be transferred to final report.

**Project owner submission** - Submit a project final package to the project owner. The project owner will receive a link from the instructor to evaluate and accept the project. The project owner will complete the project assessment within one week of submission. Project owner’s assessment will count **32.5% of the total grade**. Refer to the Project Owner Evaluation Form on how the project is being evaluated.

**D2L submission** - submit the same final package to Project Final Package drop box in D2L for instructor evaluation. The instructor evaluation counts 15% of the course grade. The evaluation is based on the completeness of the submission and quality of the solution developed.