

Status Reports

Date Assigned: Monday, August 29, 2011

Date Due: Weekly until December 2, 2011

Points: 4 points for each report

Effective communication is a key to successful projects, and status reports are a valuable way for letting your project stakeholders know the status of your project.

As advisor of your Senior Capstone Project, I'm required to keep track of the progress you are making on your project. To aid me in this, I'm requiring that you write weekly status reports listing the objectives that you intend to meet the following week, as well as the tasks that you have completed in the current week. Your report should be short and focused.

The status report also helps me understand any difficulties that you might be facing in your project, but more importantly, I can share in your successes on a weekly basis.

Your status report will be one GoogleDocs document that you will share with me (ShereenKhoja@gmail.com) and your fellow capstone students. The document must be titled (last-name Status Report) for example mine would be (Khoja Status Report). Every week you will update this document to include your most recent report, and the most recent update must be on top with all other reports below that.

Your status reports will be graded on how closely they follow the template below, and on how reflective they are. You will not be graded on whether your weekly objectives have been met. You should use the reports as a way of reflecting honestly on the progress of your project. You will find that maintaining the report will keep you on task and give you early warnings of any difficulties you might face later on.

You must use the following template for your status reports:

Date of report:

Key accomplishment from previous week:

Number of hours worked in previous week:

List of tasks from previous week that have been met:

Task 1:

Task 2:

Task 3:

List of tasks from previous week that have not been met:

Task 1:

What you intend to do about it:

Task 2:

What you intend to do about it:

Work completed but not planned: List any extra work that you have completed, which you had not anticipated on doing.

Impressions of the week: You can write as much as you want here describing any great successes, any difficulties you faced or are facing, and your general thoughts on your project and progress.

Plans for the following week:

Task 1:

Description:

Task 2:

Description: