

# Status Reports

**Date Assigned:** Tuesday, January 28, 2014

**Date Due:** Every Thursday from January 30, 2014 until May 1, 2014, except for Thursday, March 27 and Thursday, April 24 (12 status reports). Status reports are due at 11:59pm.

Effective communication is a key to successful projects, and status reports are method of informing your project stakeholders of the status of the 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 submit weekly status reports listing the objectives that you intend to meet the following week, as well as the objectives that you have completed in the current week.

You should create one Google Document and share it with me ([khoj0332@pacificu.edu](mailto:khoj0332@pacificu.edu)) and your fellow capstone students. Each week you will append the new report to the same document. The title of the document must be "LastName-Status Report" where you replace LastName with your last name. For example, mine would be Khoja-Status Report.

Your reports will be graded on how closely they follow the template below. Your report should be short and focused. 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 weekly log:

**Date of report:**

**Key accomplishments 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:**

**Task 2:**