CSC 493 Senior Projects

On the purpose, structure, and format of the weekly reports

The weekly reports are designed to model the reporting expectations typical in industry. As such, they should be written very formally and should be formatted to look highly professional. Write them in a way that you would hope to impress to your boss in a work environment.

These weekly reports are designed to help you to build up the materials needed for the final written project report, so each weekly status report will build upon all of the materials submitted in all of the previous reports.

Reports will be organized into sections to facilitate understanding. Note that in most sections of the reports, because of the formal nature of the document, you will want to limit the use of personal pronouns and first person voice. In addition, be very careful of copyright issues. Be certain to appropriately document the use of all ideas and work which are not your own, and do not incorporate copyrighted material into your project logo. The report sections which will be included in each Weekly Status Report are to be organized as follows:

1. Cover Page
2. Application Development Section
3. Executive Section

The contents and purpose of each of these sections is explained further below.

Cover Page

The cover page should include the following:
- The proposed project title
- A preliminary project logo
- The project author's name
- Optional: Any external advisor(s) or codebases (such as for work with open source projects or service-learning projects), their affiliation, and expected input into the project
- A appropriate report title such as "Report 1 on the work of Week 1"
- The date submitted

Application Development Section

The Application Development Section of the report will be divided into subsections. You will be writing approximately one new subsection each week and detailed requirements for this subsection will be given each week.

Because we will be utilizing a version of what has come to be called an "agile" software engineering methodology, the previously written sections of the application development section will all be open to future changes as your project evolves.

This entire section of your weekly reports is designed to build up a lean version of the type of documentation required of a larger software project in industry. By the end of the term, you will have a set of industry-standard documentation to accompany the codebase of your software project.

Executive Section

The Executive Section of each Weekly Report will be a growing collection of weekly ½ to 1 page memos addressed to the project director. In other words, you will write a new ½ to 1 page memo each week, and all the older memos will continue to reside in the Executive Section. Because each memo is written at a given moment in time, absolutely no edits to past memos or back-dating of missed memos will be allowed under any circumstances. You should imagine that you have written each memo on your company's letterhead stationery and sent it off through the US mail service—it is out of your hands, cannot later be changed, and the date it was actually sent is unchangeable because it is given by the postal stamp.

- At the top of each memo include:
    - The preliminary project logo (*used like a stationery logo on the memo*)
    - **To**: Dr. Jan Pearce, Project Director
    - **From**: *The project author's name*
    - **Subject**: *The proposed work working project title*
    - **Date**: *The date the memo was SUBMITTED*

- In the body of each memo:
    - **Accomplishments**: Summarize what was accomplished during the particular reporting period (typically a week).
    - **Challenges**: Summarize any challenges encountered and how they were (or will be) overcome.
    - **Time Spent**: Detail how long each portion of this week's work actually took, and provide a total of the time dedicated to this project during the past week as well as the overall time spent since the project began. (This is critically important. In industry, programmers often work on multiple projects, so their company needs to know the time spent on each project for billing purposes.)
    - **Goals**: Briefly describe the project goals for the following week

Report Format and Submission:
- Remembering that this course follows an industry model, so imagine that each entire report is a proposal that you are using to represent your ideas and your work in a business setting.
- Page numbers should be employed.
- Be sure to format, spell-check, and correct grammatical errors before submitting.
- Convert the file to a pdf, name the file *yourusername*-R#.pdf (eg. *yourusername*-R1 for report R1), and upload into our course management system in time to meet the stated deadline. The file will be submitted electronically and will never need to be printed out.