

EE/CpE 424 Design Project Elective

WRITTEN AND ORAL PRESENTATION REQUIREMENTS

Spring 2004

THE INTERIM PROGRESS REPORT

A. Written and Oral Presentation Requirements

Each group in the senior design project is required to make the following written presentations:

- The project proposal - first semester
- The final design report - first semester
- The interim progress report - second semester
- The final report - second semester

The oral presentations required for each group are:

- The oral/slide presentation - first semester
- The prototype demonstration/brochure/poster presentation - second semester

The following sections describe the format recommended for the interim progress report in the senior design project.

Progress reports are an important tool used by an engineering company to keep track of a project as the firm's technical staff develops it. Also, and in particular, the customer/client reviews these reports as they are periodically issued. They form part of the basis by which the customer/client can evaluate and judge whether the expected progress and value is being obtained relative to the financial cost and time expended. It can and does happen that if sufficient progress is not being made the customer/client has the option to cancel the remainder of the contract in mid stream.

Thus the interim progress report, usually made during the mid point of the project time frame, must clearly present the true state of the development at that time. Generally, industrial firms use particularized formats for their progress reports that they have found to be efficient, useful and successful. The actual format used by each group for the interim progress report must be acceptable to, and approved by each group's technical advisor.

B. Interim Progress Report - Second Semester

General

Each group must submit a written interim progress report to the group's faculty technical advisor and provide a hard copy to the course coordinator. The interim progress report must also be published on the senior design web directory.

OMIT ALL SSNs WHEN PUBLISHING REPORTS ON THE WEB!

Interim Progress Report Format

The written format requirements for the senior design interim progress report are composed of a number of sections and are arranged as follows.

Title Page

Section:

- I. Abstract
- II. Project Status
- III. Conclusion

C. Detailed Requirements of the Interim Progress Report

The interim progress report is meant to be an informative, accurate summary of the state of the project at midterm. The interim progress report will be composed of a total of no more than five pages, as required by each project.

The contents of the interim progress report are as follows:

Title Page

The title page should include the following information in order:

- Project Title
- Group Number
- Date Submitted
- Faculty Technical Advisor(s), Co-Advisors and their printed names and signatures
- Sponsoring Company's name (if any)
- Group members' printed names and signatures - NO STUDENT ID NUMBERS
- Stevens Pledge

The title page is not given a page number or a section heading.

I. Abstract

The abstract provides a short overview of the entire project. It clearly describes the specific project under development by the group-including the project's goals and major technical approach, as they exist at the time of issuance of the interim progress report.

The abstract is labeled section I of the report and begins on a separate page immediately after the Title page. The abstract page is numbered page 1. Clearly thereafter, page numbers are paginated in sequence. Sections after the abstract follow contiguously one after the other beginning on the same page as the abstract.

I-1. Acknowledgement

An acknowledgement of any meaningful and long-term support (technical advice, equipment, lab space, financial assistance, etc.) provided by an industrial firm or other organization to the group shall be included in this section.

II. Project Progress

This section is at the heart of the interim design report. It describes in explicit numerical and engineering detail the state of the project that exists at the time of the report. It describes:

- The design approach being implemented in the prototype.
- The functionality and performance expected to be provided by the prototype compared to that predicted in the Final Design Report.
- Critical components acquired or in process of being acquired in preparation for implementation.
- Test procedures being developed and required to measure and evaluate system performance provided by the prototype.
- Results of any tests and measurements on sub systems already performed that are critical to the successful development of the prototype.
- Anticipated design risks that remain and risk management procedures to be taken to control the effects of these risks.
- Critical technical problems that may have been encountered and how they are being managed.
- A clear numerical analysis and evaluation of the projects cost/time line that will be in effect from the time of issuance of the report to the end of the term. This section will compare this updated operative cost/time line to that presented in the Final Design Report. All major discrepancies and changes will be clearly noted and discussed.
- An updated Gantt/cost/task chart will be presented in this section. This chart will form the plan for the completion of the project.
- An updated current block diagram of the system being developed.

III. Conclusion

Based upon the material presented, a concise statement will be made clearly stating whether the project, as designed and specified in the Final Design Report including any modification presented in this report, is expected to be successfully completed and tested by the end of the term.