

Progress Reporting and Presentation

EECE404 Senior Design II
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Howard University

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www.mwftr.com/SD.html

Progress Toward Final Product

- Or Transformation from a Bison to a Salmon or a Chicken?



ECE Day Luncheon at the Blackburn Center April 2012

Project Success

- Successful Project

- On Time
- Within Budget, and
- To the Required Level of Quality (Satisfaction of Design Requirements)

Project's Eventual Goal and Deliverable

Semester-End Deliverable

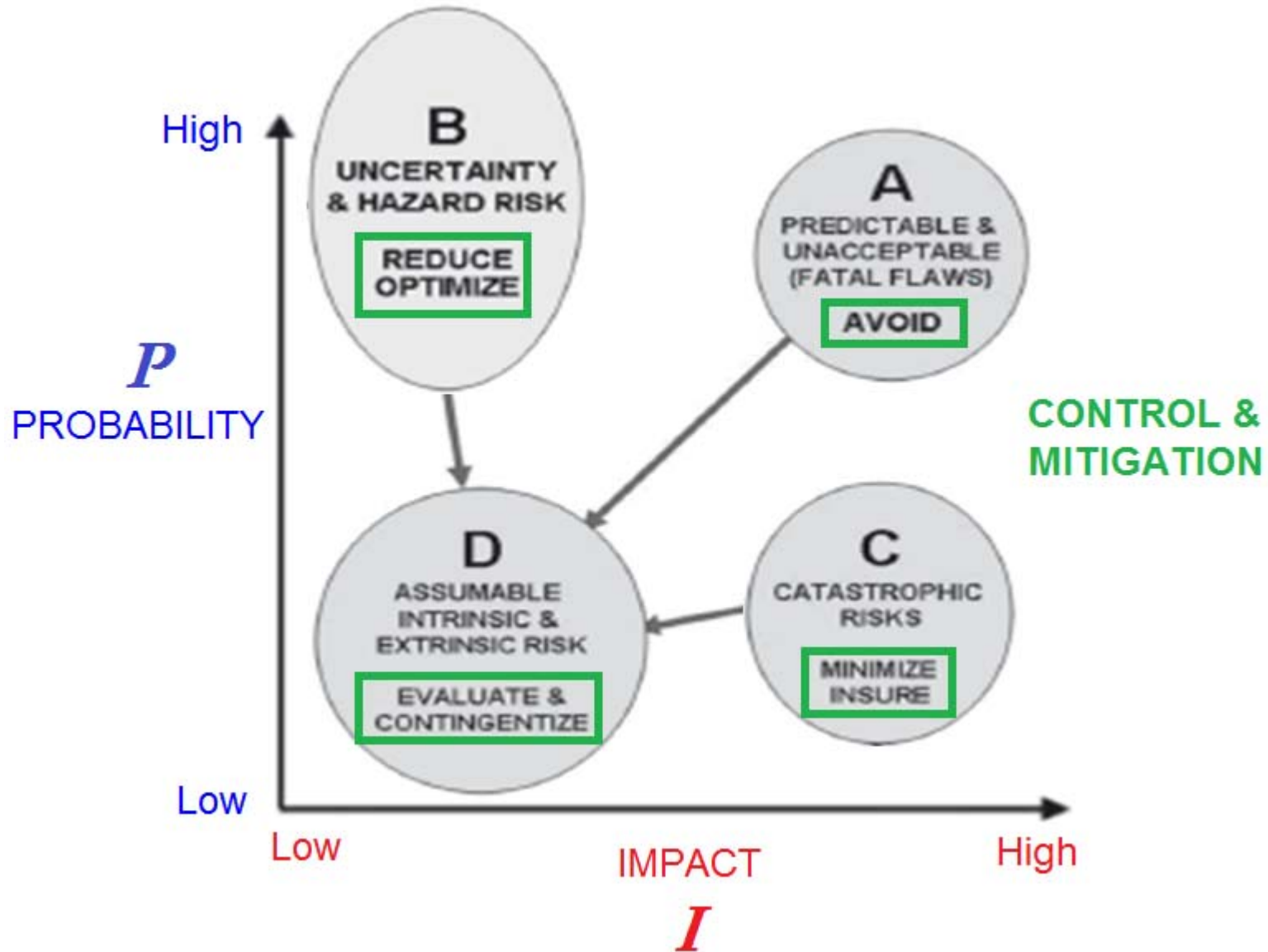


Question: How do we optimally allocate resources [i.e., *person-hour*] to be on time and on quality ?



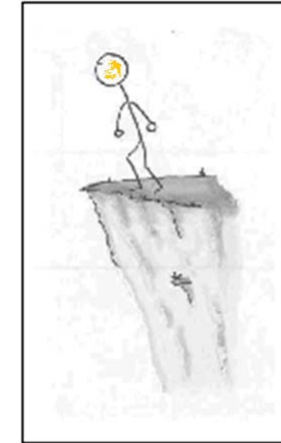
Risk Management

- Risk= $R(\text{Impact}, \text{Probability})$

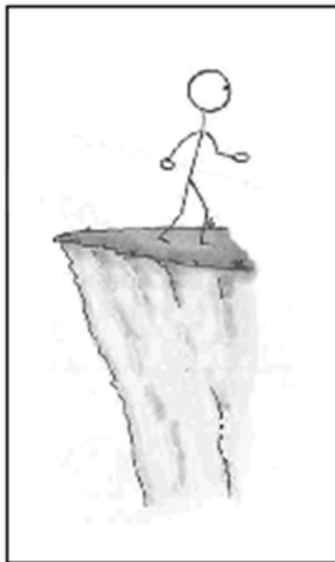


Risk Management

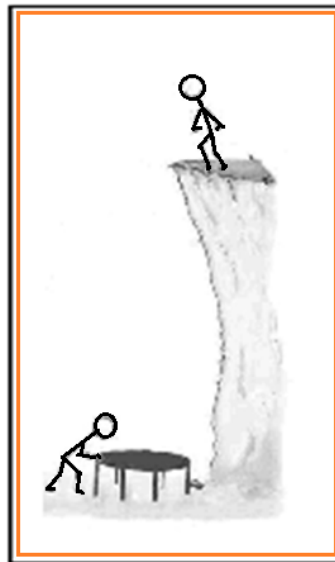
- Risk Identification
- Risk Monitoring and Control
 - Avoid? **Then who'd do the job?**
 - Transfer? **To whom?**
 - Accept? **With an unacceptable risk of being flunked (project failure)?**
 - Mitigate? **We prepare and manage**



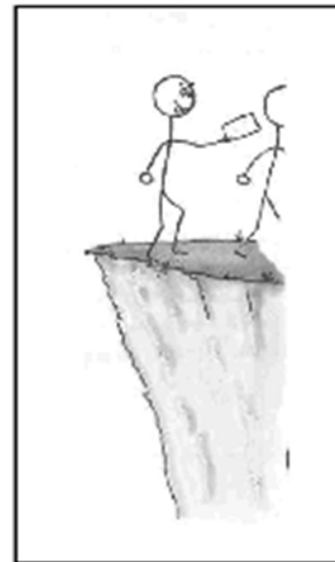
Your project



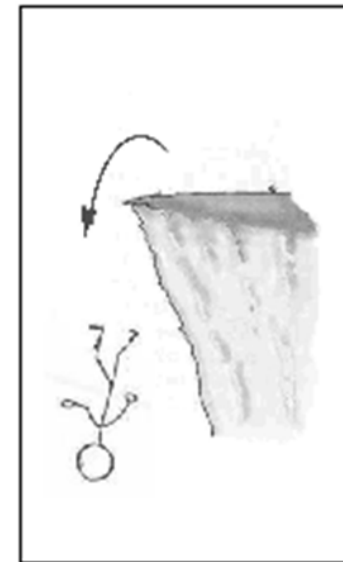
Avoid



Mitigate



Transfer



Accept

Risk Management Example

Rank	Risk	Mitigation Approach
1	Motor Controller Failure	R
2	Motion detector malfunction Video feed incompatible	R
3	Beacon circuit issues	R
4	More testing may be required for Homing	R
5	FPGA software behind schedule	W
6	Cost growth for parts	A
7	Limited communication reception	W
8	Resources insufficient	A

Approach

W - Watch

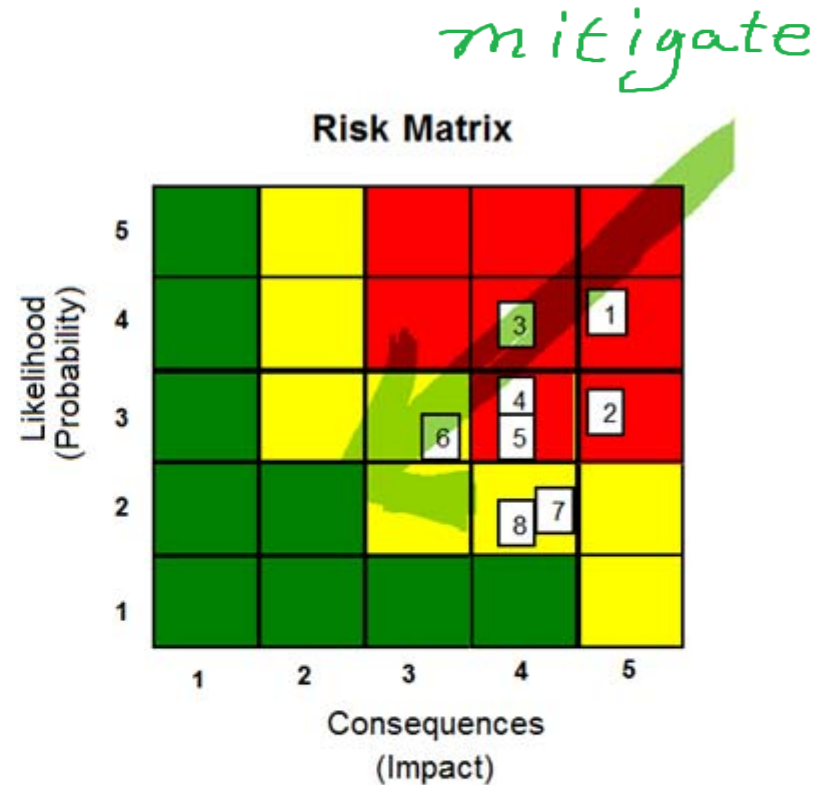
Wake, Burning Oils, Study

R - Research

Search, Testing, Experimentation, Getting helps

A - Accept

Risk Matrix



Criticality

High

Med

Low

Progress Presentation

- **Purpose**

- Track and Review Team's Works
- Describes Progress (Milestone vs Outcome)
- Present important highlights
- Resolve issues
- Risk Monitoring and Management

- **Frequency**

- Every 2 weeks

- **Format**

- **15 - minute** presentation (including Q&A)
- **9 slide pages + Extra**

- **Submission**

- Bring the presentation file (PPT or PPTX) to the class in a thumb drive on the presentation day
- **Keep this at your project webpage/Box/Etc**

Progress Presentation Format - 1

- **Slide 1:** Project Title / Member Names/Date
- **Slide 2:** Project's Final Goal and Deliverable
- **Slide 3:** Semester-End Deliverable
 - Illustration
 - Final Design Schematics
 - Hardware & Software Diagram
- **Slide 4: Milestone Summary**
 - Implementation and Evaluation **Plan vs. Achievement**



Tasks	Lead partner	Jan				Feb				Mar				Apr				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
MP 1 - Title																Date: 2/3/2016		
<i>Car Frame Construction</i>																		
Task 1.1: Title	Jan				D1.1												Done	
Task 1.2: Title	Pete			M1				D1.2									On-Going	
Task 1.3: Title	Don											M2			D1.3		Not Started	
MP 2 - Title																		
<i>Collision Avoidance Sensor</i>																		
Task 2.1: Title	Drew				D2.1												Done	
Task 2.2: Title	Nancy								D2.2								On-Going	
Task 2.3: Title	Rob												M3		D2.3		Not Started	

Progress Presentation Format - 2

- **Slide 5: Activity Summary [Use this split format]**

- **HIGHLIGHTS**

1. What went well over the last period
2. Key findings and results

- **LOWLIGHTS**

1. What went wrong over the last period
2. Key issues and struggles

- **RISK MANAGEMENT**

1. Risk identified
2. Control and Mitigation

- **NEXT PERIOD ACTIVITIES**

1. For Resolution and Rectification of the Lowlight Issues
2. Next Major Milestones to Achieve

Progress Presentation Format - 4

- **Slide 6: Details of Highlights of the Period**
 - What went well over the last period
 - Key findings and results (with diagrams)
 - Any Changes made from the previous period
 - Explanation of the demo/hardware (completed so far) details
 - Photos and/or video clips of the hardware in action
- **Slide 7: Details of Lowlights of the Period**
 - What did **not** go well during the period
 - Key problems faced (with drawing, photo, video, etc)
- **Slide 8: Risk Mitigation Measures (with a chart)**
 - Issues responsible to the lowlights
 - Identified Risks
 - Barriers to be removed
 - Risk mitigation measures and activities ---tabular format
- **Slide 9: Focus of Next Period Activities**
 - How lowlights and issues are to be resolved
 - Changes to be made in the approach
 - The next major milestone to achieve

Progress Presentation Format - 5

- **Slide 10 - : Tangible Results**
 - Photos
 - Video clips
 - Hardware in action

Grading for Progress Presentation

- **Team score**
 - Task (50%)
 - Presentation contents (the amount of progress)
 - Subject Understanding
 - Oral Presentation (50%)
 - Effective Use of Slides
 - Color contrast
 - Font Size, Etc
 - Professional communication skill
 - Eye Contact
 - Clear Voice
 - Body Language
 - Team presentation

Progress Presentation Schedule Feb - Mar 2016

- **Feb 10:** First Progress Presentation (1/2)
 - Terminator Arm
 - UCC
 - Golden Snitch
 - Intruder
- **Feb 17:** First Progress Presentation (2/2)
 - Slate8
 - FLEX
 - HU Telescope
- **Feb 24:** Second Progress Presentation(1/2)
 - Intruder
 - Golden Snitch
 - UCC
 - Terminator Arm
- **Mar 2:** Second Progress Presentation (1/2)
 - HU Telescope
 - FLEX
 - Slate8