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Progress Reporting and Presentation

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Progress Toward Final Product

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

ECE Day Luncheon at the Blackburn Center   April 2012
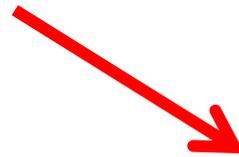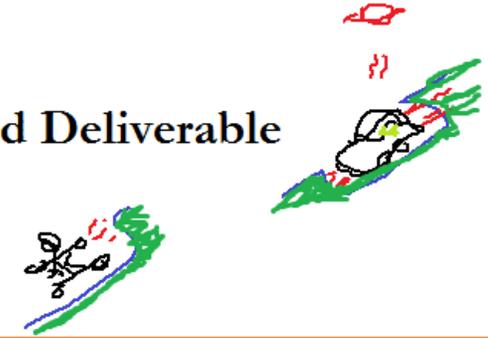
Project Success

- ## 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 ?

Project Tracking and Review

- **Tracking (through weekly team meeting)**
  - Where is the project going?
  - Where are we in the project schedule and milestone?
  - Where do we need to go/do next?
  - When can it be done?

- **Review (through weekly team meetings)**
  - Answers to the above questions
  - Appropriate measurement of project progress
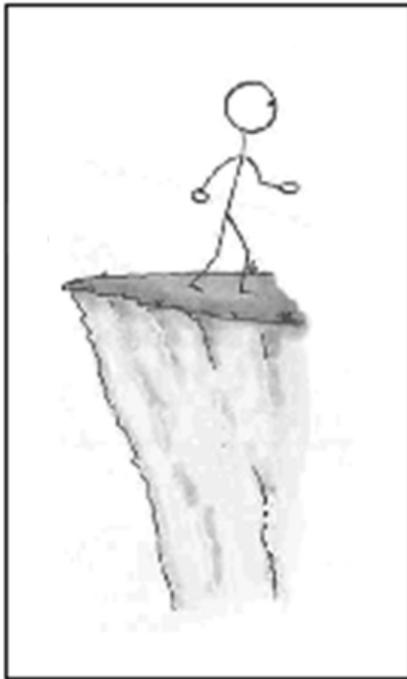 - Identification of project (or component) <u>failure risks</u>

- **Risk= R(Impact, Probability)**
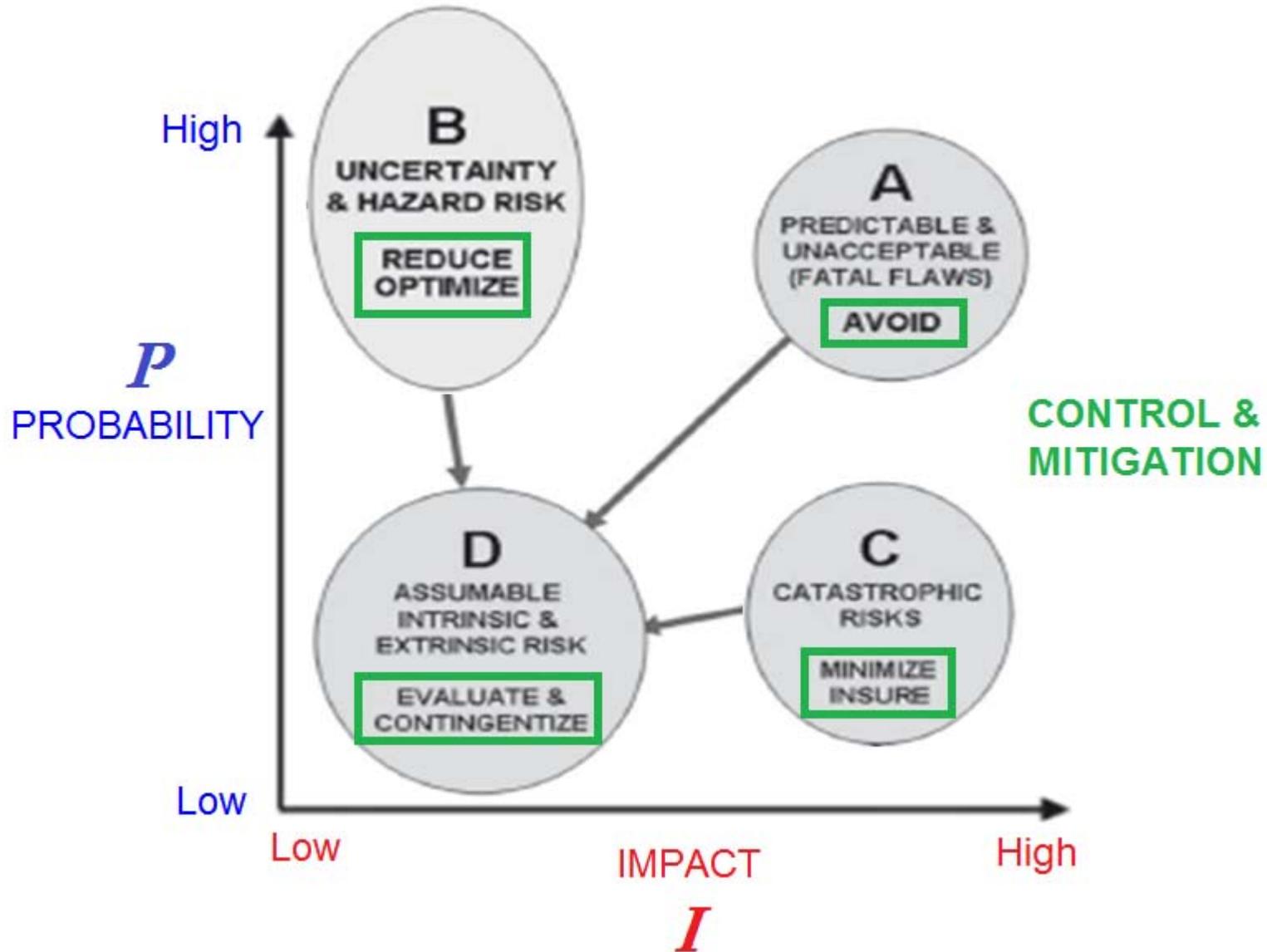
Risk Management
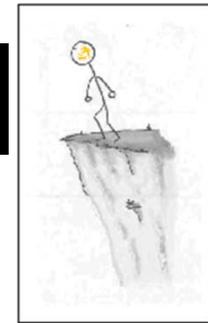
Your project

Avoid   Mitigate   Transfer   Accept

Illustration from Barron & Barron Project Management for Scientists and Engineers

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
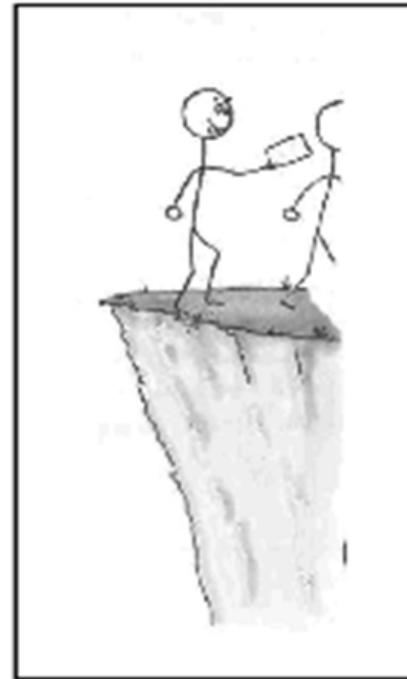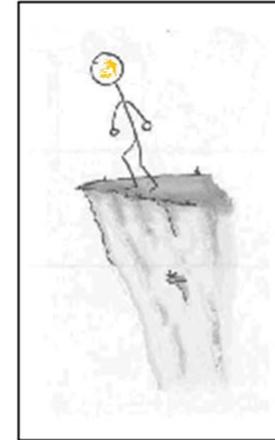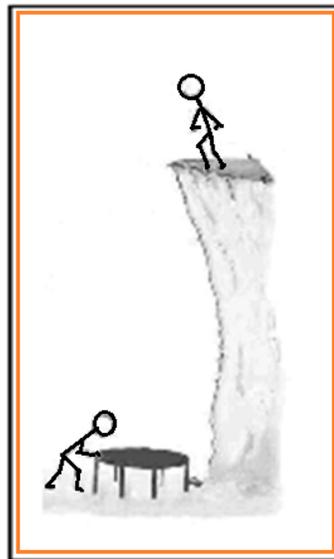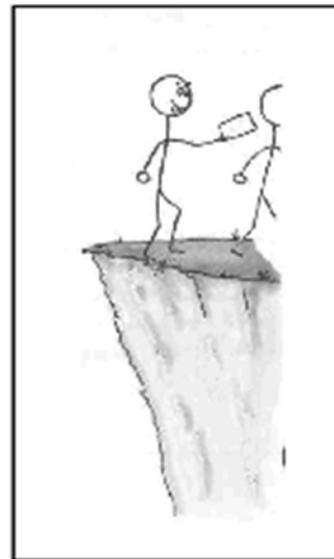
Your project

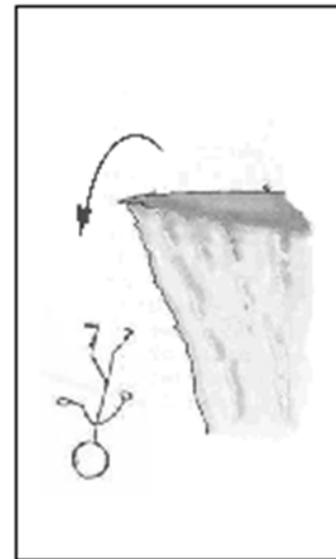Avoid   Mitigate   Transfer   Accept

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Illustration from Barron & Barron Project Management for Scientists and Engineers
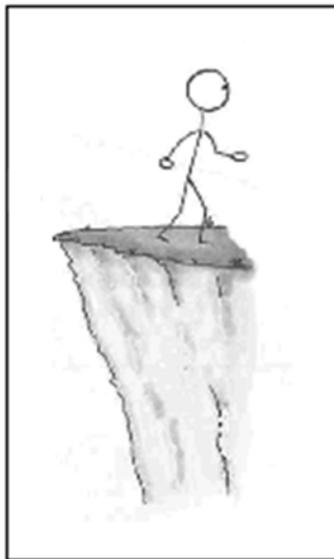
Risk Management Example

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

mitigate

Risk Matrix

Likelihood (Probability) vs Consequences (Impact)
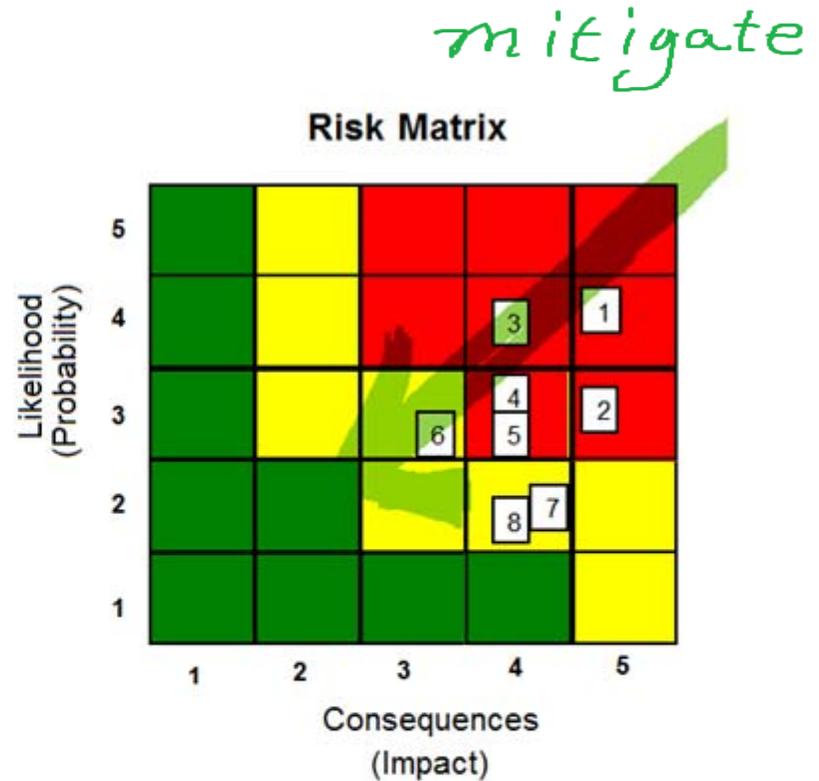
Criticality

| High | Med | Low |

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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)
  - **5 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 binder**

Progress Presentation Format - 1

- **Slide 1:** Project Title / Member Names/Date
- **Slide 2: Milestone Summary**
  - Implementation and Evaluation **Plan vs. Achievement**

Progress Presentation Format

- **Slide 3: Activity <u>Summary</u> [Use this split format]**

- **HIGHLIGHTS**
1. What went well over the last period
2. Key findings and results
3. What went well over the last period
4. Explanation of the demo/hardware (completed so far) details
5. Photos and/or video clips of the hardware in action

- **LOWLIGHTS**
1. What went wrong over the last period
2. Key issues and struggles
3. What did not go well during the period

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Progress Presentation Format

- **Slide 4:Risk Management**

- **RISK MANAGEMENT**
1. Issues responsible to the lowlights
2. Identified Risks
3. Barriers to be removed
4. Risk mitigation measures and activities ---
   tabular format

Progress Presentation Format

- **Slide 5: Planned Activity for Next Period**

- **NEXT PERIOD ACTIVITIES**
1. For Resolution and Rectification of the Lowlight Issues
2. How lowlights and issues are to be resolved
3. Changes to be made in the approach
4. Next Major Milestones to Achieve

Grading for Progress Presentation

- **Team score**
  - Task (50%)
    - Presentation contents (the <u>amount of progress</u>)
    - 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 2017

	TEAM	Progress Presentation				Feb-18
		1st Progress		2nd Progress		
		6-Feb	13-Feb	20-Feb	27-Feb	
1	AutoMoe		X		X	
2	Deliveroid	X		X		
3	DOPES		X		X	
4	Etrike		X		X	
5	EV		X		X	
6	Hack		X		X	
7	SensorNet	X		X		
8	Slate8	X		X		
9	Terminator	X		X		

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