

## IE478 Spring 2018 Project Progress Report – Suggestion for the contents of the report

There is no page limitation at this stage: On one hand, it is important that you do not miss issues to be covered. On the other hand, writing too long is not meaningful, as getting feedback will be difficult such a case. We believe that characteristics of your project will be an important factor in deciding how long to write and what sections to include. Note that this report should be prepared carefully so that you should be able to carry parts of it as the Final Report

IE478 Project Progress Report is expected to contain the work you have performed as a group up-to-now. Of course, the work you have finished is expected to be written in a clear and concise way – you should be wise not to report on the prior developments if they are no longer meaningful for the project.

**NOTE: Below subtitles in bold are new for the current state of your project and are required.**

We expect mainly four sections:

1. System description and Problem definition: Provide some general information about the company and describe the relevance of the problem considered. Complete analysis of the current system, symptoms and complaints that resulted in the project problem and finally concise problem definition and scope
2. Solution Approach and Your status:
  - a. Provide your approach indicating the literature (and other information sources) you have covered and outcome you expect (deliverables, including major constraints and critical assumptions, critical objectives of the projects, and finally how this project you think will eliminate the problems in the current system, as stated in 1.)
  - b. **Describe your current status in realizing Part a).** Describe how validation was performed. Present currently available results and progress plan. Describe the sensitivity analysis carried out (or to be carried out) to show credibility of your approach in of minor changes in the system parameters, input, etc, relevant to your case.
3. Benefits to the company:
  - a. Describe the benefits that the project should provide to the company (can be monetary or other). State clearly your current figures and/or description of the benefits.
  - b. **Detailed Implementation Plan:** You must have a detailed implementation / training / documentation plan on how you will make sure that the company will be able to use the system developed by the team. Include dates of meetings planned with the industrial advisor (and/or presentations at the company).
4. Project plan: Updated project plan with target dates and responsibilities, etc should be presented.