

IE478 Spring 2020 Project Progress Report – Suggested Contents

What should your final report look like?

You are getting closer to the due-date for presenting your final report/final product. The current progress report is one of the chances you have to receive feedback on what you did and what/how you have reported. Just to refresh your memories – the below is what we have prescribed as your Assessment Criteria on your finalized product in the beginning of the Fall semester. Note that we think that with only a few items as exception most will hold for all groups.

Assessment Criterion 1: System design:

- Model development and validation
- Consideration of alternatives: Extent to which the team demonstrated critical thinking in the design processes – Scenario/What if analysis
- Model usage for changing environments
- Creativity: Extent to which the team developed a novel solution to the design problem while still achieving a functional design
- Technical competencies: Extent to which and validity of the technical aspects have been used properly, including methods, tools and techniques

Assessment Criterion 2: Success of the design:

- Attainment of project deliverables: Extent to which the goals of the project and end-user specifications have been met
- Benchmarking: A comparison of the current and proposed system should be provided along with a cost/benefit analysis
- Implementation and system integration: Extent to which the proposed system is successfully implemented and integrated into the existing system – if not applicable, then a detailed implementation plan and a pilot study is to be provided)
- End-user evaluation and assessment: A written statement from the industrial advisor(s) evaluating the project
- Impact on the organization: Affect of the proposed system on the organization (financial impact, simplified operations, etc) – in terms of performance measure(s) used in validation as well as other performance measures
- Global and societal impact: As an additional consideration

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We do not expect you to have a report satisfying the items mentioned in the criteria listed above for the current report. However, we want you to make sure that you progress in the direction desired.

There is no page limitation for the Project Progress Report 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 (carefully read the introductory part of this note to understand where emphasis should be).

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.

Recall that you already have four documents to aid you in writing your report, additional to feedback reports given specific to your group. Make sure that you have all of these in front of you when you prepare your report. These documents are:

- (1) IE477 Tips on writing reports
- (2) IE477 General Feedback for the end-of-semester progress reports
- (3) IE478 Feedback presented in the first week of the current semester
- (4) IE477 End-of-semester progress report suggested contents

The content material below, following bold introductory titles are new for the current state of your project.

We expect the following covered in your report – **REALIZE THAT EACH PROJECT IS DIFFERENT AND MAY HAVE DIFFERENT PRIORITIES AND CHARACTERISTICS TO BE PRESENTED:**

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. Please refer to (4) above for details. Note that this section should be thought as the well-refined and finalized (or almost the finalized) version of your project – ready for the final report.
2. Proposed 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.) Please refer to (4) above for details. Note that this section should be thought as the well-refined and finalized (or almost the finalized) version of your project – ready for the final report.
 - b. **Describe your current status in realizing Part a).**
 - i. Describe how verification and validation steps were performed (if any or detailed plan with dates).
 - ii. Present currently available results and progress plan for the remaining part of the semester.
 - iii. Describe the sensitivity and/or scenario analyses carried out (or to be carried out) to show credibility of your approach by applying (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, but make sure that it is factual). State clearly your current figures and/or description of the benefits.
 - b. **Detailed Implementation Plan:** Depending on your project topic, we are expecting to see the following:
 - i. a detailed **implementation and/or training and/or documentation plan** on how you will make sure that the company will be able to use the system developed by the team;
 - ii. description of the tools or interfaces that the company will utilize during the implementation plan with screen shots (if available);
 - iii. Include **dates of meetings** planned with the industrial advisor (and/or presentations, including the final presentation at the company).
4. Project plan: Updated project plan with target dates and responsibilities, etc should be presented.