Fall 2018

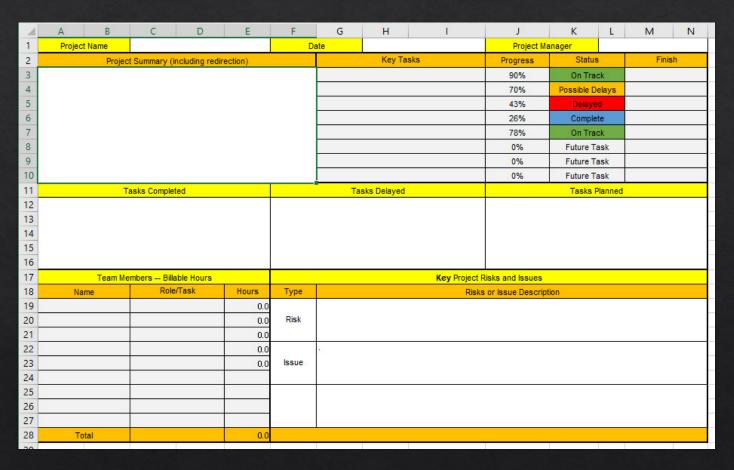
Bruce F. Webster

# CS 428 Weekly Status Reports

## Why a weekly status report?

- ♦ Reflects real-world practices
- ♦ Lets me and Tanner know in more detail what is going on in each project
- Increases intra-team transparency as to progress and effort
- Tracks history of project over time

## Mandatory standard form (Excel sheet)



#### Status Report Fields

- ♦ **Project Name, Date, Project Manager** self-explanatory
- ♦ **Project Summary (including redirection)** brief description of project; should reflect changes in direction, narrowing of scope, etc.
- ♦ **Key Tasks/Progress/Status/Finish** list of current key tasks, % completion, whether it's on track, and estimated completion date
- ♦ **Tasks Completed** tasks completed this past week
- ♦ Tasks Delayed tasks put on hold for now and reasons why
- ♦ **Tasks Planned** new tasks due to start this week
- ♦ **Team Members Billable Hours** time spent on project during the past week
- ♦ **Key Project Risks and Issues** top 1 to 3 risks/issues that need to be handled

#### Status Reporting

- ♦ Due every Saturday by midnight, starting this Saturday (9/29)
  - ♦ Template is available on CS 428 website (http://cs428.cs.byu.edu/wp-content/uploads/2018/08/CS428-weekly-status-report.xlsx)
- Determine who is responsible to submit the report
  - ♦ Typically the Project Manager, but can assign it to another team member
  - ♦ NOTE: each status report counts as 1% of every team member's overall grade, so you as a team want to assign *someone very reliable* to ensure these are filled out and posted on time.
- \* Recommendation: do billable hours on a Sat-Fri basis, so that team members aren't trying to finish up work on Saturday and then report their hours
  - ♦ Set a deadline for hours reporting as a team (e.g., by noon on Saturday)
  - No 'minimum' billable hours requirement, but it will be clear to everyone your fellow team members as well as me
     who is putting in time and who is not
  - \$\Righthrow\$ Should any team member fail to report hours on time, the person putting together the report should put "N/R" ("Not reported") in the Hours column for that member, and that personal will not get the 1% credit for the status report (though the others will).