

Fall 2018

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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)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N			
1	Project Name					Date				Project Manager							
2	Project Summary (including redirection)					Key Tasks			Progress	Status	Finish						
3									90%	On Track							
4												70%	Possible Delays				
5												43%	Delayed				
6												26%	Complete				
7												78%	On Track				
8												0%	Future Task				
9												0%	Future Task				
10												0%	Future Task				
11	Tasks Completed					Tasks Delayed			Tasks Planned								
12																	
13																	
14																	
15																	
16																	
17	Team Members -- Billable Hours					Key Project Risks and Issues											
18	Name	Role/Task	Hours	Type	Risks or Issue Description												
19			0.0	Risk													
20			0.0														
21			0.0														
22			0.0	Issue													
23			0.0														
24																	
25																	
26																	
27																	
28	Total		0.0														

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
 - ◇ 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 person will not get the 1% credit for the status report (though the others will).