MICHIGAN STATE UNIVERSITY

## 01/17: Risks and Prototypes

#### **The Capstone Experience**

Dr. Wayne Dyksen

Department of Computer Science and Engineering Michigan State University

Spring 2017



From Students... ...to Professionals

# 01/17: Announcements

- Check Website Team Photo Names and Hometowns
- Using Google Calendar
  - Must Use MSU Email Address
  - Watch for Double Booking
- Apple Developer License
  - Request Invitation from Dr. D.
  - Team Members are Members
  - Spencer is Admin
- PowerPoint Slide Deck Submission Instructions
  - Read Carefully
  - File Name Conventions
    - All Lower Case
    - Replace Blanks with Dashes
    - Examples
      - \* "Spectrum Health" → "spectrum-health"
      - ★ "team-company-name-status-report.pptx" → "team-spectrum-health-team-status-report.pptx"
- Change Meeting Start Time to 2:50 p.m. for Thursday?
- Does anyone need equipment?
- Issues? Problems? Questions?

#### **Risks and Prototypes**



#### Prototypes



# **Identifying Risks**

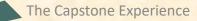
- What You Don't
  - Know
  - Understand
  - Know How to Do
- Normally
  - Major Project Features
  - "Showstoppers"
- Varies From
  - Not Familiar With But (Probably) Can Learn

to

Absolutely No Idea How to Do It

What are you worried about?

What should you be worried about?



#### **Example Risks**

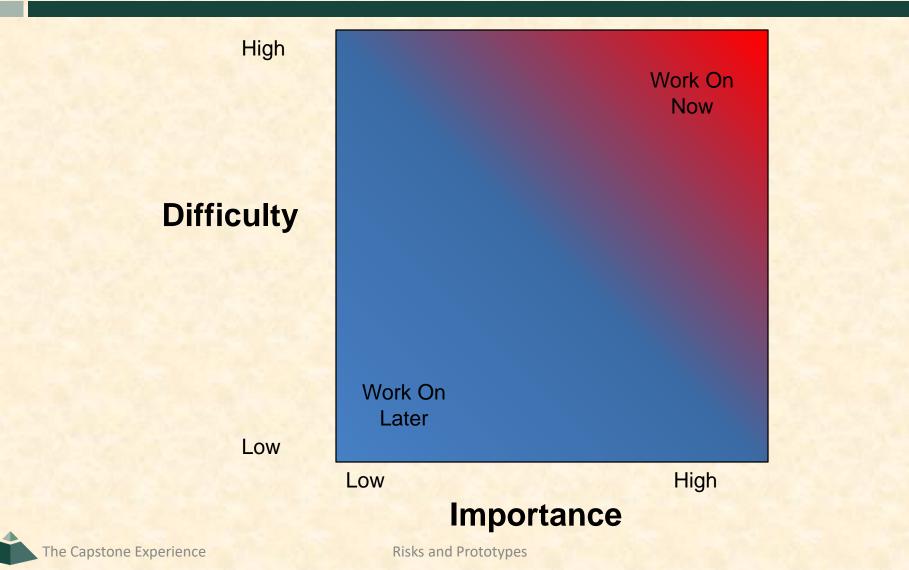
Including but not limited to...

- Key Application Features
- Hardware Systems
- Software Systems
- Development / Programming Environments
- Programming Languages
- Etc...

### **Prioritizing Risks**

- Classify Difficulty
  - High Very Hard, No Idea How to Do
  - Medium
  - Low Not Hard, Probably Doable
- Classify Importance
  - High Showstopper, Must Have
  - Medium
  - Low Not Vital, Nice to Have

# **Prioritizing Risks**

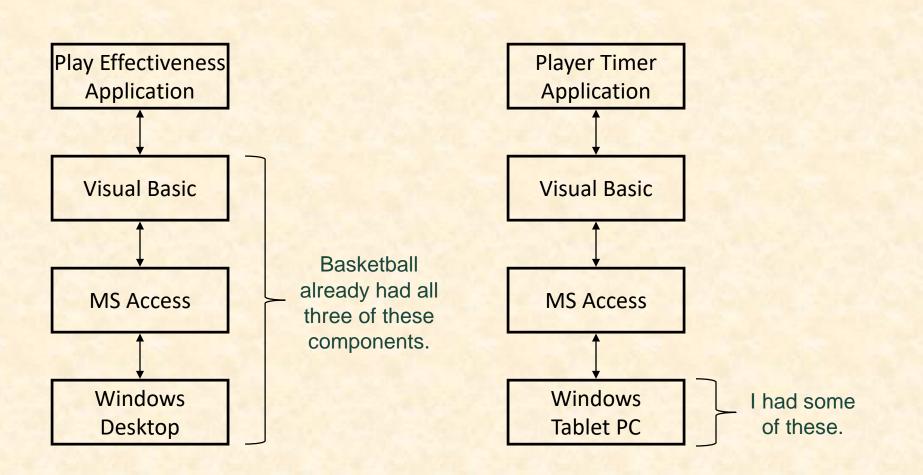


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### **Case Studies: Basketball Apps**

- Play Effectiveness
  - Determine Effectiveness of Plays
  - Record All Plays with Results
  - Produce Reports of Effectiveness
- Player Timer
  - Keep Track of Player Times
  - Record Minutes Played and Rested
  - Use On the Bench, During the Game

# **Basketball Apps Architectures**



## **Basketball Apps Risks**

- What SDK should I use?
- How do I program in Visual Basic?
- How do I make a GUI in VB?
- How do I interface VB with Access?
  - Create/Open/Save a Database?
  - Read/Write Records?
  - Traverse Records?
- How do I implement clocks in Windows?
  - Game Clock?
  - Wall Clock?
- How do I generate a report from Access?

## Mitigating Risks

#### Use Existing Resources

- Including But Not Limited To
  - Faculty
  - Other Students
  - Product Demos
  - Book Sample Code
  - Downloadable Examples
  - Wizards
  - Etc...
- Test Drive
  - o Install
  - o Compile
  - o Extend
  - Etc...
- Build Prototypes
  - Single Purpose
  - Quick-and-Dirty

#### 1. Check license if including in project.

Nota Bene:

- 2. Document.
- 3. Inform client.

# **Basketball Apps Risk Mitigation**

- Game Clock
  - Start /Stop
  - Counts Down
  - By Minutes:Seconds
- Handling Access Records
  - Write Number
  - Read Number
  - Add Up Numbers





#### **Risks and Prototypes**

#### ✓ Risks

#### Prototypes



#### Prototypes

- Developed
  - Early
  - Rapidly
- Implement Subset of the Requirements
- Done for Variety of Reasons
- Are Not Finished Goods
- "Hacking" (Good Sense)

# Why? Answer Questions

#### Help Determine...

- Specifications
  - Functional
  - Design
  - Technical
- Usability
- How Existing Code Works
- Programming Languages
- Development Environments
- Operating Environments
- Etc...

### Why? Determine Schedule

Determine how long it will take to...

- ...learn the new programming language.
- ...learn the development environment.
- ...learn the existing code.
- ...convert the existing code.
- ...convert the existing database.
- ...get libraries working.
- ...deploy the application onto an iOS device.
- ....Etc....

# Why? Identify Risks

- Operability
  - How do we make a game clock?
  - Where do we store the data?
- Interoperability
  - How does the game clock work with other tablets?
  - How do the tablets all write to the same database?
- Scalability
  - Will the game clock propagate in real time?
  - Will the database engine keep up?
- Reliability
  - What happens if the clock tablet dies?
  - What happens if the database tablet dies?
- Etc-Ability...

# Speed (to Write)

- Critical
- 2-3 Day Tasks
- Use Whatever Works
  - RAD Languages
  - SDK's
  - IDE's
  - Design Tools
  - Wizards
  - Sample Code
  - Etc...
- Stop When Questions Answered

# Tradeoffs: Speed (to Write) vs...

- Speed vs Best Practices
  - Testing
  - Documentation
  - Security
  - Software Engineering
  - Usability
  - Performance
  - Coding Standards
  - User Interface Standards
  - Using Real Data
  - Etc...
- Hence, May Not Be Appropriate in Final Deliverable

# Challenge/Danger

- "Hack" Solution
  - It works.
  - It's \*a\* way to do something.
- Often My Biggest Frustration

"Correct" Solution

VS

- It works.
- It's the \*"right" \* way to do something.
   (There may be more than one "right" way to do something.)

#### **Basketball Prototypes Case Studies**

- Play Effectiveness
- Player Timer
- Radio Stats
- Real Time Play Stats
- Plus/Minus

# **Play Effectiveness App**

- Functional Specifications
  - Determine Effectiveness of Plays
  - Record All Plays with Results
  - Produce Reports of Effectiveness
     o Each Play
    - o # of Successes / # of Attempts
- Design Specifications?
- Technical Specifications?

## **Initial Meeting with Video Coordinator**

#### I Learned...

- Done After Game
  - On Desktop Computer
  - From DVR-Like App
- Lots of Plays (~ 200) in Play Book
- ~20-40 Plays Run Per Game
- Plays Categorized
  - Early Offense 1,2
  - Offense 1,2
  - Special Situations 1,2 (i.e., Out of Bounds)
- Overwhelming

(i.e., Fast Breaks)

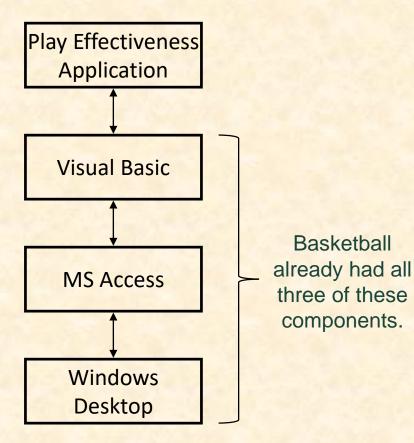
- (i.e., Half Court Plays)
  - - Can you relate?

The

**Business** 

Processes

# **Play Effectiveness Architecture**





#### Risks

- Learning Basketball Business Processes
- Programming in Visual Basic
- Making a GUI in VB
- Interfacing VB with Access
  - Creating/Opening/Saving a Database
  - Reading/Writing Records
  - Traversing Records
- Generating Reports in Access
- Etc...

✓ Detail	- = ×
Game Opponent Harvard University Date July 4, 1776	Location     Boston       Number     1776070401
Play P# 48 T 12:34 C# 426 E01 Run E02 Gun 01 1-4 Screen	Roster         1       00:00       00:00       Adams, John         2       00:00       00:00       Jefferson, Tom         3       00:00       00:00       Washington, George         4       00:00       00:00       Franklin, Ben         5       00:00       00:00       Hamilton, Alex
02 Low Post SS1 SLOB SS2 Blah R Two Pointer Feed to Adams. Washington always gets the rebound. Jefferson or	Next Play
Hamilton should take the shot.	

#### BB PE PV1 (Prototype Version 1)

- Fields
- P# Play Number
- T Time
- C# Clip Number
- EO Early Offense
- O Offense
- SS Special Situations
- R Result

#### Nota Bene

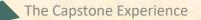
- Just Screen Layout
- No Code (Underneath)
- Never Have All Entries Filled at Once

### What I Learned From PV1

- Wanted to Identify Plays Within a Possession
- Plays Categorized Series / Set
  - Set is Variation on Series ("Parameterized Plays")
  - E.g.
    - Series: Thumbs
    - Sets: Up, Down, Circle
    - Plays: Thumbs Up, Thumbs Down, Thumbs Circle
  - 1, 2 Notation
    - o EO1 = Early Offense Series
    - o EO2 = Early Offense Set
  - ST (Special Teams) Missing

Huge Impact On Design

[1 of 2]



### What I Learned From PV1

- Results Coded
  - XN Missed N Pointer (X1, X2, X3)
  - ON Made N Pointer (01, 02, 03)
  - FF Foul on the Floor
  - TO Time Out
  - Etc...
- Wanted to Record Notes on Defense
- Didn't Care About
  - Player Times
  - Video Clip Number (C#)

[2 of 2]

8 Stats Alpha V1	_
F Detail	
Game	
Opponent Harvard University	Location Boston
Date July 4, 1776	Number 1776070401
Play	Doctor
	Roster
<b>P#</b> 48	1 00:00 00:00 Adams, John
T 12:34	2 00:00 00:00 Jefferson, Tom
C# 426	3 00:00 00:00 Washington, George
EO1 Run	
EO2 Gun	4 00:00 00:00 Franklin, Ben
01 1-4 Screen	
O2 Low Post	
SS1 SLOB	Next Play
SS2 Blah	
R Two Pointer	
	<b>So, from</b>
Feed to Adams. Washington always gets the rebound. Jefferson or	
Hamilton should take the shot.	this to
Hamilton should take the shot.	

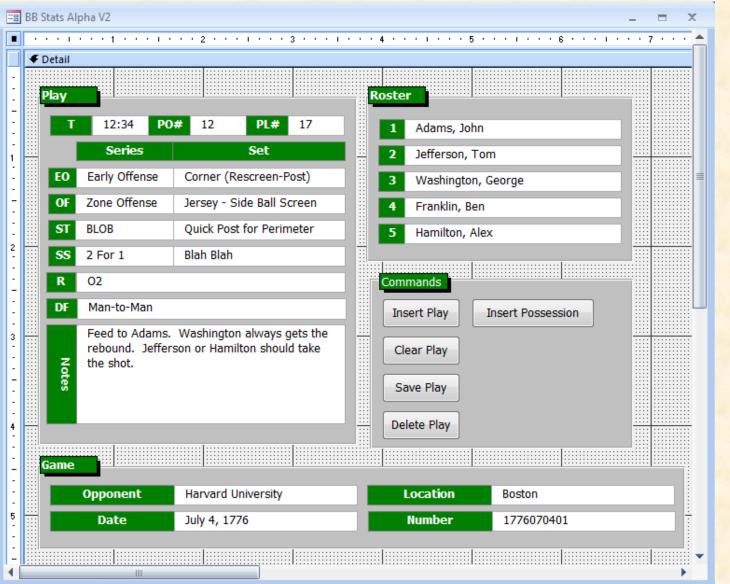
#### B PE PV1

#### lds

- Play Number
- Time
- Clip Number
- D Early Offense
- Offense
- **Special Situations**
- Result

#### ta Bene

- st Screen Layout
- o Code Inderneath)
- ever Have All Entries lled at Once



#### BB PE PV2 Fields

- Possession Number
  PL#

  Play Number

  SS

  Special Situations
- DF Defense

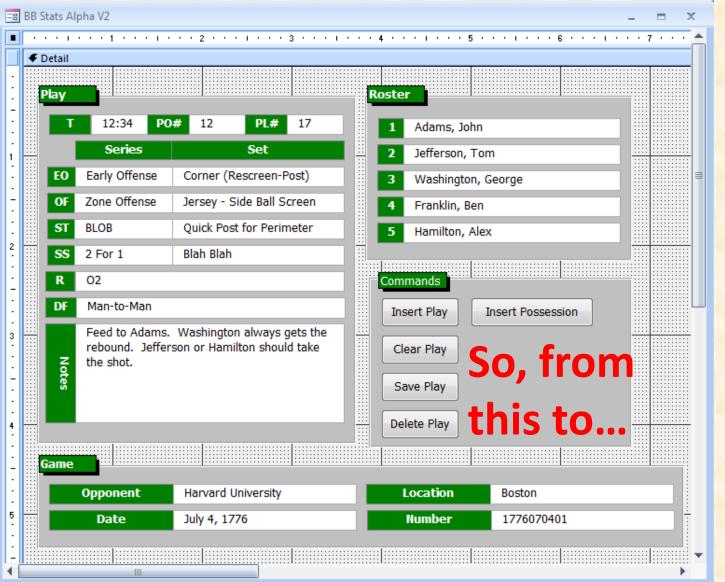
• PO#

#### Nota Bene

- Just Screen Layout
- No Code (Underneath)
- Would NOT Have Entries in All Fields

#### What I Learned From PV2

- Wanted to Grade Effectiveness of Plays
- Wanted to Record Player Steals and Assists (Remember this...)
- Needed to Navigate Plays and Possessions
- Wanted to See Running Total Score



#### BB PE PV2 Fields • PO#

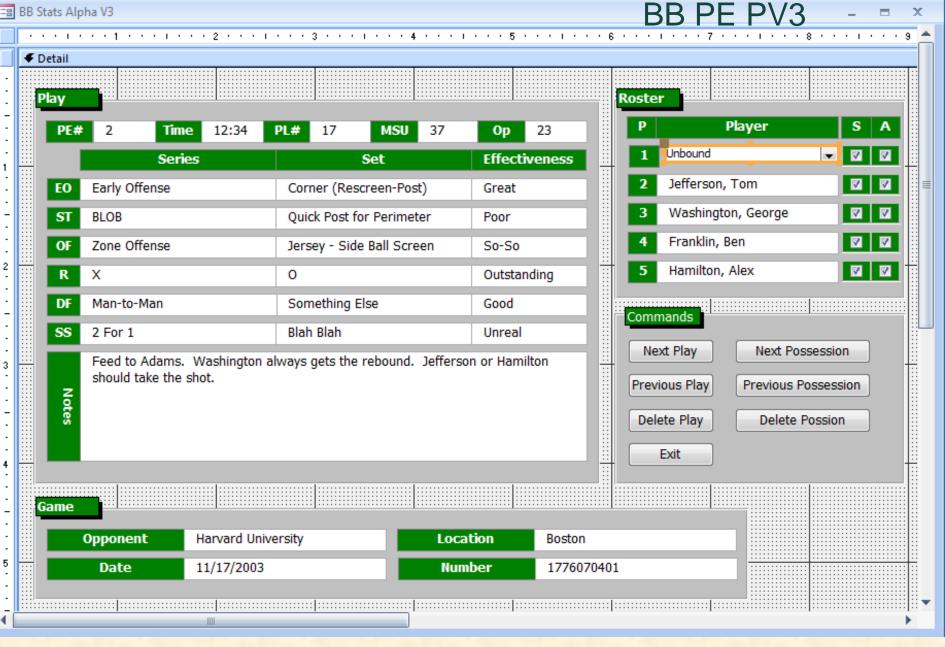
**Possession Number** 

- PL# Play Number
- SS Special Situations
- DF Defense

#### Nota Bene

- Just Screen Layout
- No Code (Underneath)
- Would NOT Have Entries in All Fields

#### == BB Stats Alpha V3



### What I Learned From PV3

#### • Wanted...

- Grades to Be A, B, C, D, F
- Results Associated With Players
- Series/Set Combined ("Thumbs Up" Rather Than "Thumbs", "Up")
- To Record Player Rebound
- Will be used by...
  - Video Coordinator, GAs, and Managers
  - Very Familiar with DVR Controls
- Did <u>NOT</u> Want to Record Player Steals or Assists (



#### 😑 BB Stats Alpha V3

2

3

5

ł

					Roster			
PE# 2 Time	12:34 PL	# 17 MS	U 37 Op	23	Р		layer	S /
Serie	s	Set	Effec	tiveness	1	Unbound	-	<b>▼ </b>
O Early Offense	C	orner (Rescreen-P	Post) Great	t 🔤	2 Jefferson, Tom			
BLOB	(	Quick Post for Perimeter		Poor 3		Washington, George		
F Zone Offense	J	ersey - Side Ball S	t for Perimeter Poor Side Ball Screen So-So		4	Franklin, Be	en	
R X	C	)	Outst	anding		Hamilton, A	lex	
F Man-to-Man	S	omething Else	Good		Comma	unde little		
S 2 For 1	В	lah Blah	Unrea	al			r	
Feed to Adams. Washington always gets the rebound. Jefferson or Hamilton should take the shot. So, from this to								
			this t	: <b>0</b>	E	xit		
opponent	Harvard Universi	y I	Location	Boston				
Date 11/17/2003 Numb				177607040	)1			

BB PE PV3

X

== S	Season				_ = X	
Г	Game					
	Opponent	Harvard	Date	Thursday, July 04, 1776		
	Location	Boston, MA	Time	7:00 PM		
	Venue	Ivy League Challenge	TV	Not Yet		
			Game ID	17760704		
	Possessions					
ſ						
	Clock				0704	
	Period	1 Possession 0				
	Time 20	0:00 Play 0	Opponent	0		
	Series / Set			Roster		
	Early Offense			Result Rebnd #	Player	
	Offense			- 1	Adams, John 💌	
	Special Teams	BLOB, 3 Across		▼ 2	Jefferson, Tom 💌	
	Special Situations			▼ X3 ▼ 3	Washington, George 💌	
	Offense Result	X3 💽 Offense 0	Grade B	- 4	Franklin, Ben 💌	
	Defense			- 5	Hamilton, Alex 🔍	
	Defense Result	Defense 0	Grade	Result Rebnd #	Player	
	Notes					
	Possession Buttor			Miscellaneous Buttons		
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	Play Buttons					
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	Record: 1 of 6	► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►	Search			
	1010	A TO THE				

BB PE AV1 (Alpha Version 1) First Version With Code Not Much Implemented

## What I Learned From Alpha 1

- Entering a Play
  - Some Things Calculated Automatically

     Play/Possession Number
    - o Score
  - Most Things Entered With Mouse Via Pull-Down Menus
     Series / Set
    - o Result
  - But Time Entered With Keyboard Via Typing Numbers
- Need
  - Mouse-Only Input
  - Easy Way to Adjust Clock

Season	_ = X
Game	
Opponent Harvard Date	Thursday, July 04, 1776
Location Boston, MA Time	7:00 PM
Venue Ivy League Challenge TV	Not Yet
Game ID	17760704
Possessions	
	Game ID 17760704
Period 1 Possession 0 MSU	
Time 20:00 Play 0 Opponent	0
Series / Set	Roster
Early Offense	Result Rebnd # Player
Offense	Adams, John
Special Teams BLOB, 3 Across	Jefferson, Tom
Special Situations	X3 💌 📑 Washington, George 💌
Offense Result X3  Offense Grade B	Franklin, Ben
Defense	Figure 1 - Figure
Defense Result Defense Grade	Result Rebnd # Player
Notes	
Possession Buttons	Miscellaneous Buttons
	Σ Μ
Play Buttons	
Record: M 4 1 of 6 P H H3 K No Filter Search	
A to the seatth	

BB PE AV1 (Alpha Version 1) First Version With Code Not Much Implemented

So, from this to...

El Season – D	x
Game	
Opponent Harvard Date Thursday, July 04, 1776	
Location Boston, MA Time 7:00 PM	DE
Venue Ivy League Challenge TV Not Yet	BE
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	Still
Possessions	
	i Imp
Period 1 Possession 1 MSU 0 Time + 10 Secs + 1 Sec	
Play 1 Opponent 0 18:07 - 10 Secs - 1 Sec	1.200
Series / Set	a started
	10.000
Early Offense     Result     Result     Player       Offense     1-4 Series, 1-4 Go     1     Adams, John	182,202
Special Teams	12 10 10
Special Situations O2	100000
Offense Result O2  Offense Grade  4 Franklin, Ben	1000
Defense S Hamilton, Alex	a second
Defense Result Defense Grade Result Rebnd # Player	
	100000
Notes	Terrary.
	Constant Sector
Possession Buttons Miscellaneous Buttons	- C.
	and the second
Play Buttons	1.000
	Taken in
	No. CO
	•
Record: H 4 1 of 1 → H +3 W No Filter Search	

### BB PE AV2 Still Not Much Implemented

Game         Opponent       Harvard       Date       Thursday, July 04, 1776         Location       Boston, MA       Time       7:00 PM         Venue       Ivy League Challenge       TV       Not Yet         Image: Challenge       TV       Not Yet         Image: Challenge       Image: Challenge       17760704	BBPE BV1 (Beta Version 1)
Clock       Time       + 10 Secs       + 1 Sec         Period       1       Possession       1       MSU       0       Time       + 10 Secs       + 1 Sec         Play       1       Opponent       0       18:07       - 10 Secs       - 1 Sec         Series / Set       Roster       Result       Rebnd       # Player         Offense       1:4 Series       1:4 Series <td< td=""><td></td></td<>	
Offense 1-4 Series, 1-4 Go   Special Teams   Special Situations   Offense Result   O2   Offense Result   O2   Offense Result   Defense   Defense Result   Defense Grade     Result   Result   Result     Notes	
Possession Buttons Pay Buttons Play Buttons Record: H   1 of 1	

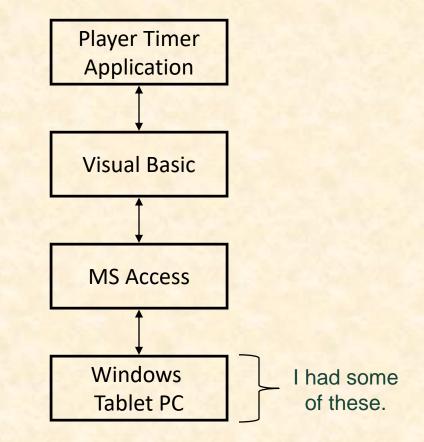
### **Basketball Prototypes Case Studies**

- ✓ Play Effectiveness
- Player Timer
- Radio Stats
- Real Time Play Stats
- Plus/Minus

## **Player Timer App**

- Keep Track of Player Times
- For Each Player Record
  - Minutes Played
     Game Clock Time
    - Consecutive & Total
  - Minutes Rested
     Wall Clock Time
     Consecutive
- Must
  - Be Usable on the Bench, During the Game
  - Be Portable and Not Require Electrical Outlet
  - Feel Like a Pen and a Clipboard

# **Player Timer App**



The Capstone Experience

### Risks

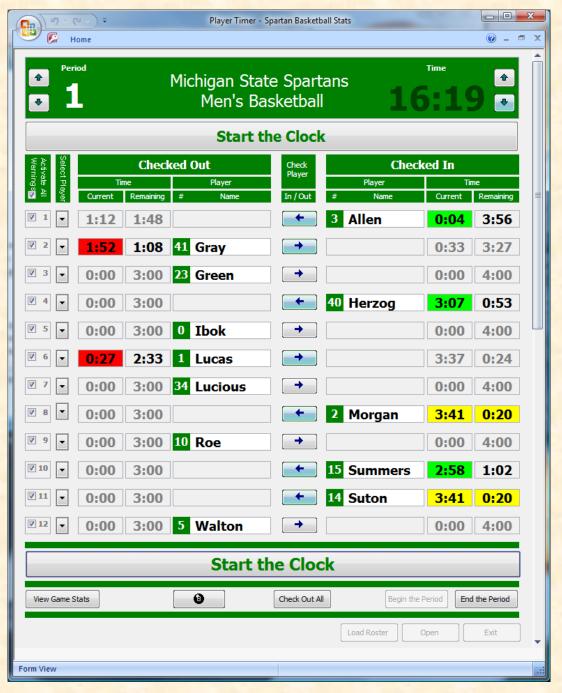
- Learning Basketball Processes
- Implementing Clocks in Windows?
  - Game Clock
  - Wall Clock
- Very Limited Screen Real Estate (Different Problem Than Mobile App)
- Computing and Displaying Cumulative Times
- Hidden Risk ("Danger Will Robinson!")

### **Player Timer Development**

- Knew Exactly What They Wanted, So...
- Designed "Final" Version
  - User Interface
  - Data Base Schema
  - Etc...
- Coded "Final" Version
- Bench Tested "Final" Version
- Field Tested "Final" Version
  - In Practice Scrimmage
  - Totally and Completely Unusable
- Scrapped "Final" Version UI and Started Over

Huge Mistake!

The Capstone Experience



#### **Player Timer**

### Software Updates

- Enable Clock Adjustments (While Clock Stopped)
- Enable Check In/Out By Touching
  - Check In/Out Button
  - Player Name
  - Player Slot
- Allow > 5 Players Checked In (While Clock Stopped)
- Enable Pending Check In (While Clock Running)
- Eliminate All Modal Dialog Boxes

### **Basketball Prototypes Case Studies**

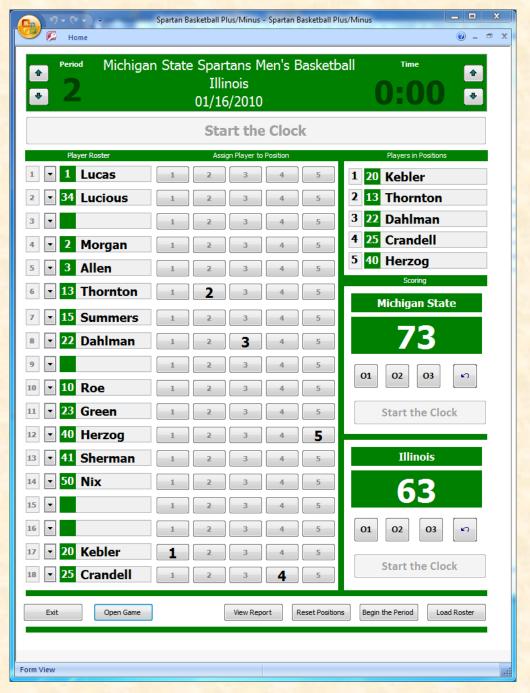
- ✓ Play Effectiveness
- ✓ Player Timer
- Radio Stats
- Real Time Play Stats
- Plus/Minus

Microsoft Access - [Bader's R	adio Statistic	s]												
Elle Edit View Insert Format Records Tools Window Help														
Michigan State University	13 19/2	3 83%	22	5	78	2	<b>∽</b> Duke		12	17 / 24	71%	15	7	68
LR SR R —	PF 01 X	1 %01	02	03	Total	Period	LR SR R	"_"	PF	01 X1	%01	02	03	Total
Brown, Shannon	0 4/4 PF 01 X	100%	2	1	11 Total	78 MSU	Redick, J.J.	4	0 PF	2/2 01 X1	100% %01	1	3	13 Total
Hill, Chris 5	2 2/2	100%	0	0	2	68	Ewing, Daniel	5	3	2/4	50%	5	2	18
	PF 01 X	1 %01	02	03	Total	Duke	✓ 2	5	PF	01 X1	%01	02	03	Total
Neitzel, Drew	2 1/2 PF 01 X	50% 1 % 01	2	0	5 Total	19 / 23 83%	Melchionni, Lee	13	1 PF	2/2 01 X1	100% %01	1	2	10 Total
Ager, Maurice 13	3 2/3 PF 01 X	67%	6	0	14 Total	MSU 17 / 24	McClure, David	14	0 PF	0 / 0 01 X1	- %01	0	0	0 Total
Anderson, Alan 15	4 2/2 PF 01 X	100%	3	3	17 Total	71%	Dockery, Sean	15	3 PF	0/0 01 X1	- % 01	0	0	0 Total
Torbert, Kelvin 23	5 0/0		2	1	7	13 PF	Nelson, DeMarcus	21	2	2/4	50%	3	0	8
Bograkos, Tim	PF 01 X	-	02	03	Total 0	MSU 12 PF	Williams, Shelden	23	PF 5	01 X1 9 / 10	% O1 90%	02 5	03	Total 19
	PF 01 X	-	02	03	Total 0	Duke	✓ 7     R     Love, Reggie		PF 4	01 X1	% 01 -	02	03	Total 0
■ Naymick, Drew ■ 8 R 34	PF 01 X	1 %01	02	03	Total	Runs		30	PF	01 X1	%01	02	03	Total
Mavis, Paul 40	3 8/10 PF 01 X		6 02	0	20 Total		Perkins, Ross	40	0 PF	0 / 0 01 X1	- %01	0	0	0 Total
Rowley, Delco	0 0/0 PF 01 X	-	0	0	0 Total		Davidson, Patrick	41	0 PF	0 / 0 01 X1	- %01	0	0	0 Total
✓Ibok, Idong	0 0/0			0	0		Randolph, Shavlik	42	3	0 / 2	0%	0	0	0
	PF 01 X	-	02	03	Total 0	Open	✓ 11 R Pagliuca, Joe		PF 0	01 X1	-	02	03	Total 0
V <sup>12</sup> R 42	PF 01 X	1 %01	02	03	Total	Exit	✓ 12	45	PF	01 X1	%01	02	03	Total

Form View

NUM





#### **Plus/Minus**

### **Risks and Prototypes**

### ✓ Risk

### ✓ Prototypes



## What's ahead?

- All-Hands Meetings
- 01/10: Capstone Overview
- 01/12: Project Plan
- 01/17: Risks and Prototypes
- 01/19: Team <u>Status Report Presentations</u>
- 01/24: Schedule and Teamwork
- 01/26: Team Status Reports
- 01/31: Team Project Plan Presentations
- 02/02: Team Project Plan Presentations
- 02/07: Team Project Plan Presentations
- 02/09: Team Project Plan Presentations

[1 of 3]

#### The Capstone Experience

### What's ahead?

- Team Status Report Presentations
  - PowerPoint Template
  - Due 4:00 a.m., Thursday, January 19
  - 2 Days
  - Email to Dr. D.
    - Subject: Team <Company Name>: Status Report Subject: Team Auto-Owners: Status Report
    - Attachment: team-<company-name>-status-report-presentation.ppt Attachment: team-urban-science-status-report-presentation.ppt
- Dr. D. Will Combine Into Single PowerPoint
  - To Speed Things Up During Meeting
  - Do NOT Modify Master Slide
  - Must Use Windows Version of Microsoft Office
- Each Team Presents
  - Using Dr. D.'s Laptop
  - At Most 4 Minutes (Rehearse Timing)
  - Single or Multiple Presenters (Your Choice)

Should be working on it by now!

[2 of 3]

## What's ahead?

### [3 of 3]

#### Project Plan Presentations

- PowerPoint Template
  - Download Now
  - Read the Read Me Slide (Over and Over and Over...)
- Submission
  - Both Project Plan Document and PowerPoint Slide Deck
  - Due 4:00 a.m., Tuesday, January 31
  - See Submission Instructions in Template
- Presenting
  - 4 or 5 Teams Per Meeting Over 4 Meetings
  - Schedule Posted Sunday Evening
  - Strict 15 Minute Time Limit
  - Use Team Member Laptop
    - Bring Power Cord
    - Test In Meeting Room (in Advance)
  - Rehearse
  - 5% of Final Grade
  - Business Casual Dress
- Formal Team Photos
  - Immediately Following Meeting
  - o In Capstone Lab
- Schedule Conflicts
  - Only for Interview Trips
  - Notify Dr. D. Well In Advance

Nota Bene!

Get on it now!

MICHIGAN STATE UNIVERSITY

# 01/19: Team Status Reports

### **The Capstone Experience**

Dr. Wayne Dyksen

Department of Computer Science and Engineering Michigan State University

Spring 2017



From Students... ...to Professionals

### **Delete this slide.** Instructions (Delete this slide before submitting.)

- Required Template
  - Do not edit the master slides.
  - Do not change the organization or number of slides. -
  - Make your presentation fit within these four slides. -
- Content •
  - For the slide titles, replace <Company Name> with your company name as in "Team Auto-Owners".
  - All presentations will be posted on the course web site so do not include company confidential information or anything that your client would not want posted.
  - Delete this slide from the presentation.
- Presenting •
  - The order of the presentations during our meeting will be team numerical order.
  - The time limit for your presentation is 5 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
- Submission by Email 🛑 ٠
- Read this carefully. All presentations are due via email to me by 4:00 a.m., Thursday, January 19.
  - For subject, use "Team <Company Name>: Status Report" as in "Team Urban Science: Status Report".
  - Attach the PowerPoint source file named "team-<company-name>-status-report-presentation.pptx" as in team-auto-owners-status-report-presentation.pptx.
  - Include some (professional) text in the body to avoid being sent to junk folder.

### <Project Title>

- Project Overview
  - Description Point 1
  - Description Point 2
  - Description Point 3
  - Description Point 4
- Project Plan Document
  - Status Point 1
  - Status Point 2
  - Status Point 3
  - Status Point 4

Include <u>status</u> information. What's the <u>status</u> of your project plan document? Have you started it? How much have you written? What percentage complete is it? Delete this text box and the brace to the left.

### <Project Title>

- Server Systems / Software
  - Description &/or Status Point 1
  - Description &/or Status Point 2
  - Description &/or Status Point 3
- Development Systems / Software >
  - Description &/or Status Point 1
  - Description &/or Status Point 2
  - Description &/or Status Point 3

Include <u>status</u> information. Are all systems up and running? Have you tested everything? Delete this text box and the brace to the left.

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<Project Title>\_

- Client Contact
  - Status Point 1
  - Status Point 2
- Team Meetings
  - Status Point 1
  - Status Point 2
- Team Organization
  - Description Point 1
  - Description Point 2

Include <u>status</u> information. Have you talked with/met with your client? Have you scheduled a weekly conference call? When? Have you schedule an in-person meeting? When? How many times has your team met so far? Have you scheduled team meetings? How often? Delete this text box and the brace to the left.

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<Project Title> Risks

- Risk 1
  - Description
  - Mitigation
- Risk 2
  - Description
  - Mitigation
- Risk 3
  - Description
  - Mitigation
- Risk 4
  - Description
  - Mitigation

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