MICHIGAN STATE UNIVERSITY

01/22: Project Plan

The Capstone Experience

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Spring 2026



From Students…
…to Professionals

Project Plan

- The Project Plan Is…
  - An Overall Plan for the Semester
  - A Detailed Document
  - A Long Form Presentation
  - …All in One!
- It Is an Essential Component in Scoping Out Your Project

Project Plan

- Functional Specifications

- Design Specifications

- Technical Specifications

Functional Specifications

- What does it do?
  (Not “how” does it do it?)
  - What’s your client’s problem?
  - What’s your solution?
  - Why is Your Product Valuable – “What’s the Point?”
- Includes
  - List of Objectives
  - Use Cases
    - Vignettes
    - Of How User Would Use of Your System
- Focus on Functionalities, not Features
- Understandable by End User
- Initial Problem Statement
- Usually Refined

Functional Specifications Examples

- NetJets
  - Increase Airline Efficiency
  - By Monitoring Environmental Conditions
  - On an Easy-to-Use Web Application
- Stryker IST
  - Track Reusable Medical Equipment
  - To Prevent Reuse of Contaminated Tools
  - In a Web Application
- Kohl's
  - Drive Sales with Young People
  - By Improving the Online Shopping Experience
  - Through Gamification of Kohl's Web Store
- **Take Note of What is Not Here x2**

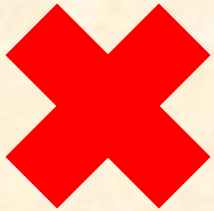
Understandable by End User

Functional Specifications Cont.

- Team Amazon:
  - Functionality
    - Improve the security of AWS
  - Major Feature
    - Automatically Identify Security Risks with AI
  - Minor Feature
    - Show the Risks on a Web Dashboard







Functional Specifications
Interactions With Your Client

- Derived With/From Client
- Documented For Client
- Presented to Client
- Agreed Upon With Client
- **Your Job to Capture the Client's Intent!**

Project Plan

✓Functional Specifications

➢Design Specifications

- Technical Specifications

Design Specifications

- What's the user experience (UX)?
  - How does a user use it?
  - How does it look and feel?
  - What are the features?
- Includes
  - Business Process Flow
  - Specific Features
  - Use Cases
  - Screen Mockups
  - Data Flow Diagrams
  - Data Organization
  - Etc…
- Identifies All the Parts and Their Interactions
- (Mostly) Understandable by End User
- Usually Refined

Design Specifications Examples

- Amazon
  - App is Standalone Web Application
  - Follows Amazon Branding Standards
  - Breadcrumb Navigation
- Urban Science
  - Web Home Page Has Interactive Map
  - Visualizations and Graphs to Improve Information Sales
  - Full Information Shown in Modal Popup
  - Hamburger Menu Used for Site Navigation
- Whirlpool
  - Android and iOS Devices
  - Identical User Experience Across Platforms
  - Temperature Selection with Carousel View
- **Take Note of What is Not Here**

Mostly Understandable by End User

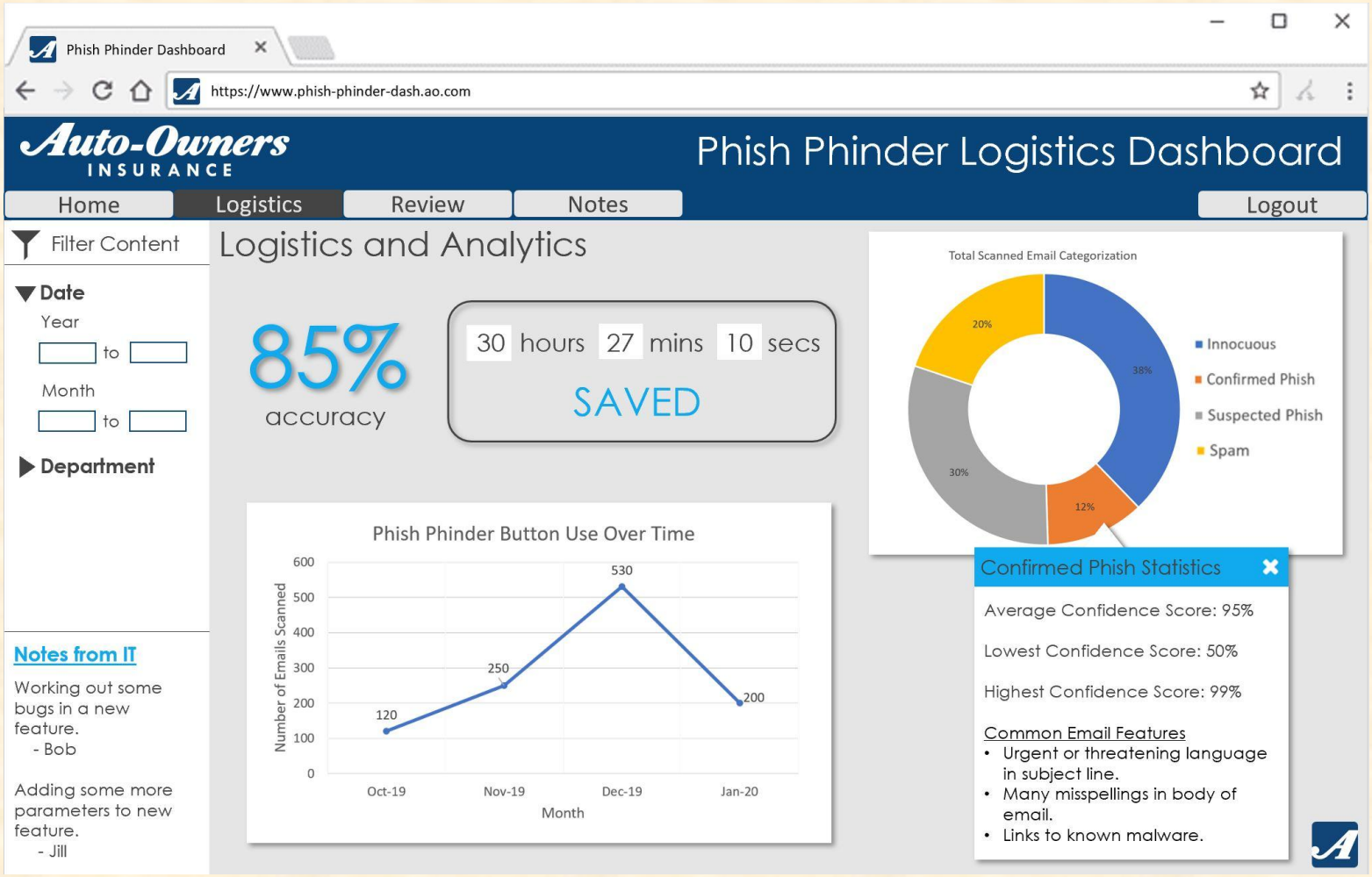
Screen Mockups

- User Interface Only
  - Shows Layout, Buttons, Pull-Downs, Etc…
  - Non-Functional
  - No Back End
- Helpful for Developing
  - Functional Specifications
  - Look-and-Feel
  - Use Cases
- Can Create with…
  - PowerPoint (Developer View)
  - Photoshop
  - Figma
  - Etc…
- Embed Mockups in Platform Frames
  - **Web Browsers** and Mobile Devices
  - Eliminate Shadows
  - See mockuphone.com
- NOT Screen Captures of Other Software

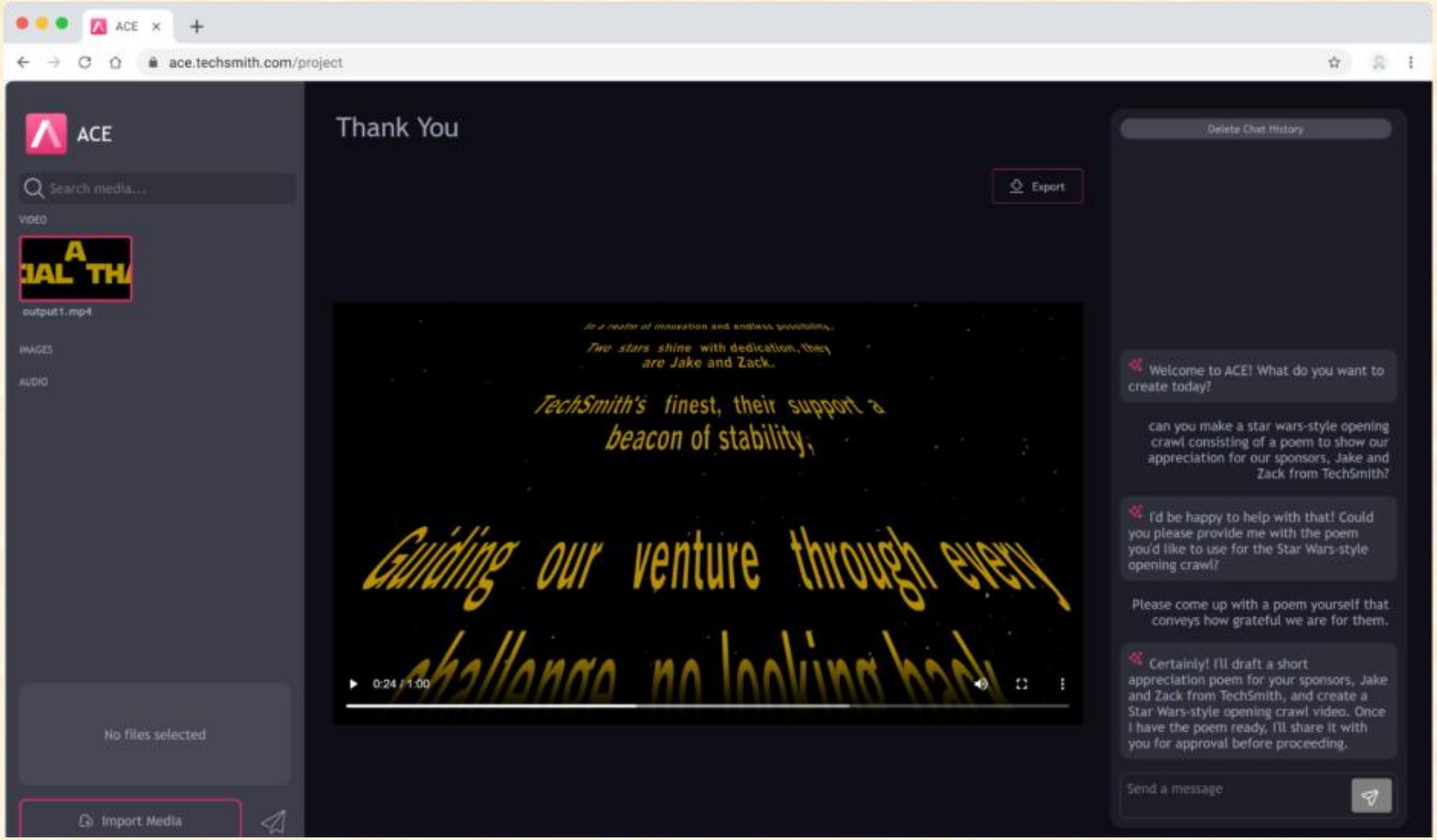
Screen Mockups

- “Use” with Clients
- Show to Clients
- Go Through Use Cases with Clients

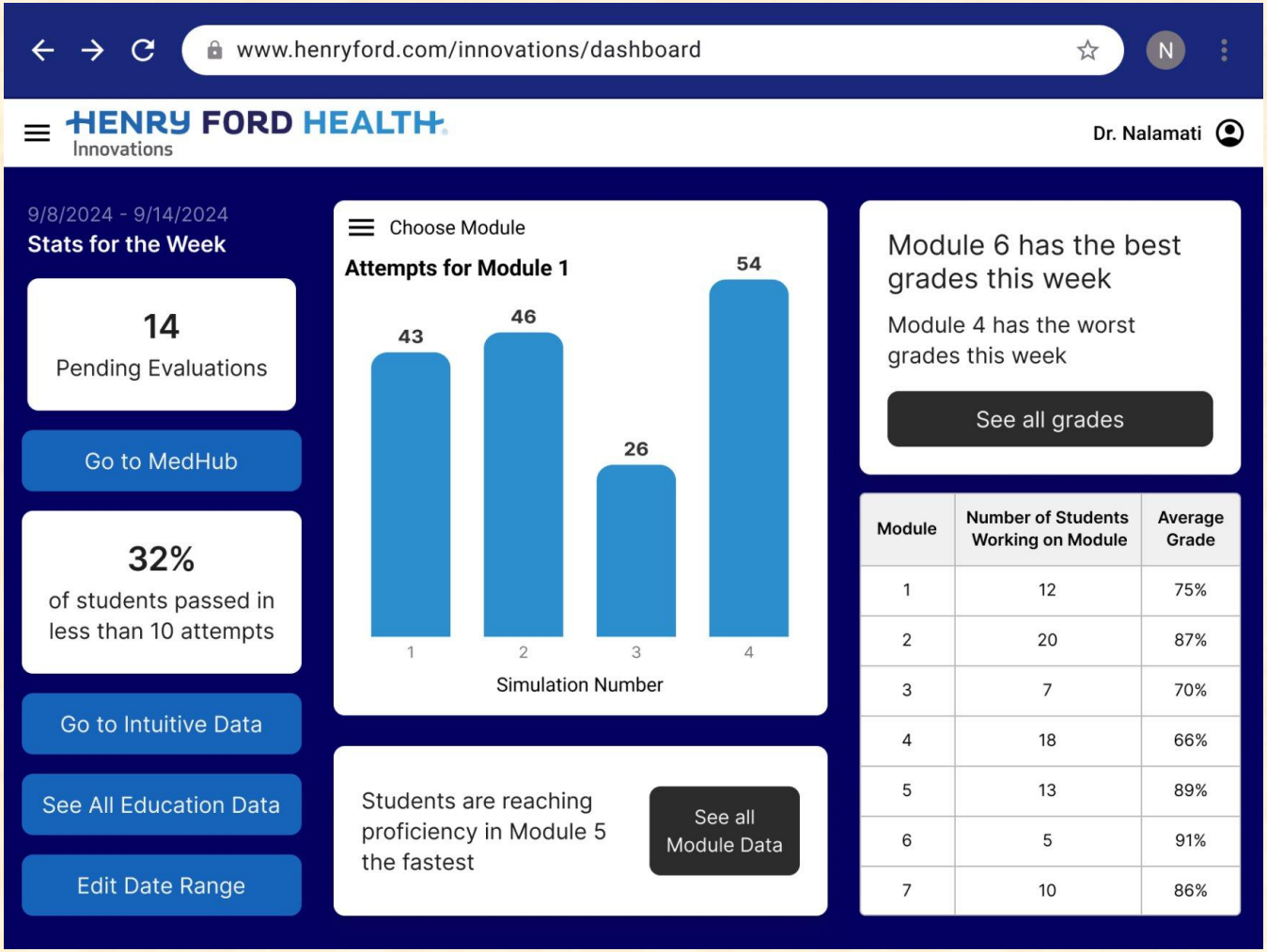
Screen Mockups Example



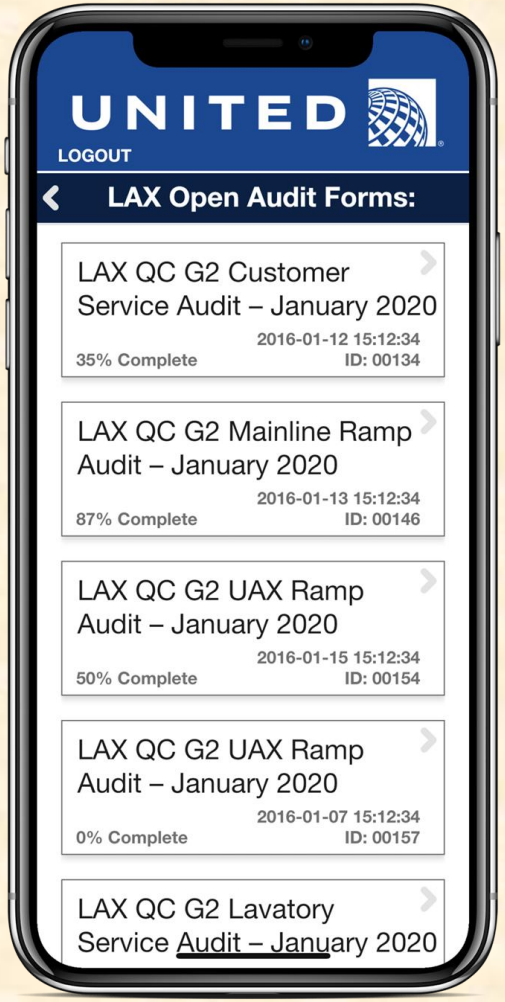
Screen Mockup Example

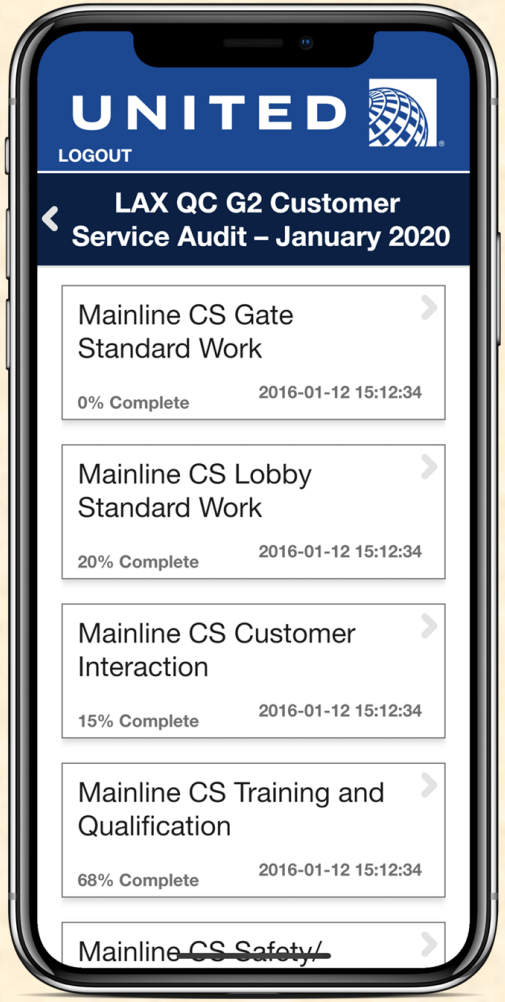


Screen Mockup Example



Screen Mockups Example





Design Specifications
Interactions With Your Client

- Derived With/From Client
- Documented For Client
- Presented to Client
- Agreed Upon With Client
- **Your Job to Capture the Client's Intent!**

Project Plan

✓Functional Specifications

✓Design Specifications

➢Technical Specifications

Technical Specifications [1 of 2]

- How does it do it?
- Identifies All the Parts and Their Interactions
- Everything a Developer Needs to Write the Code
- Includes Things Like…
  - Overall System Architecture
  - Machine Architectures
  - Software Technologies
  - Algorithms
  - Production Environments
  - Development Environments
  - SDK's (Software Development Kits)
  - Network Topology
  - Database Schema
  - Continued…



Technical Specifications [2 of 2]

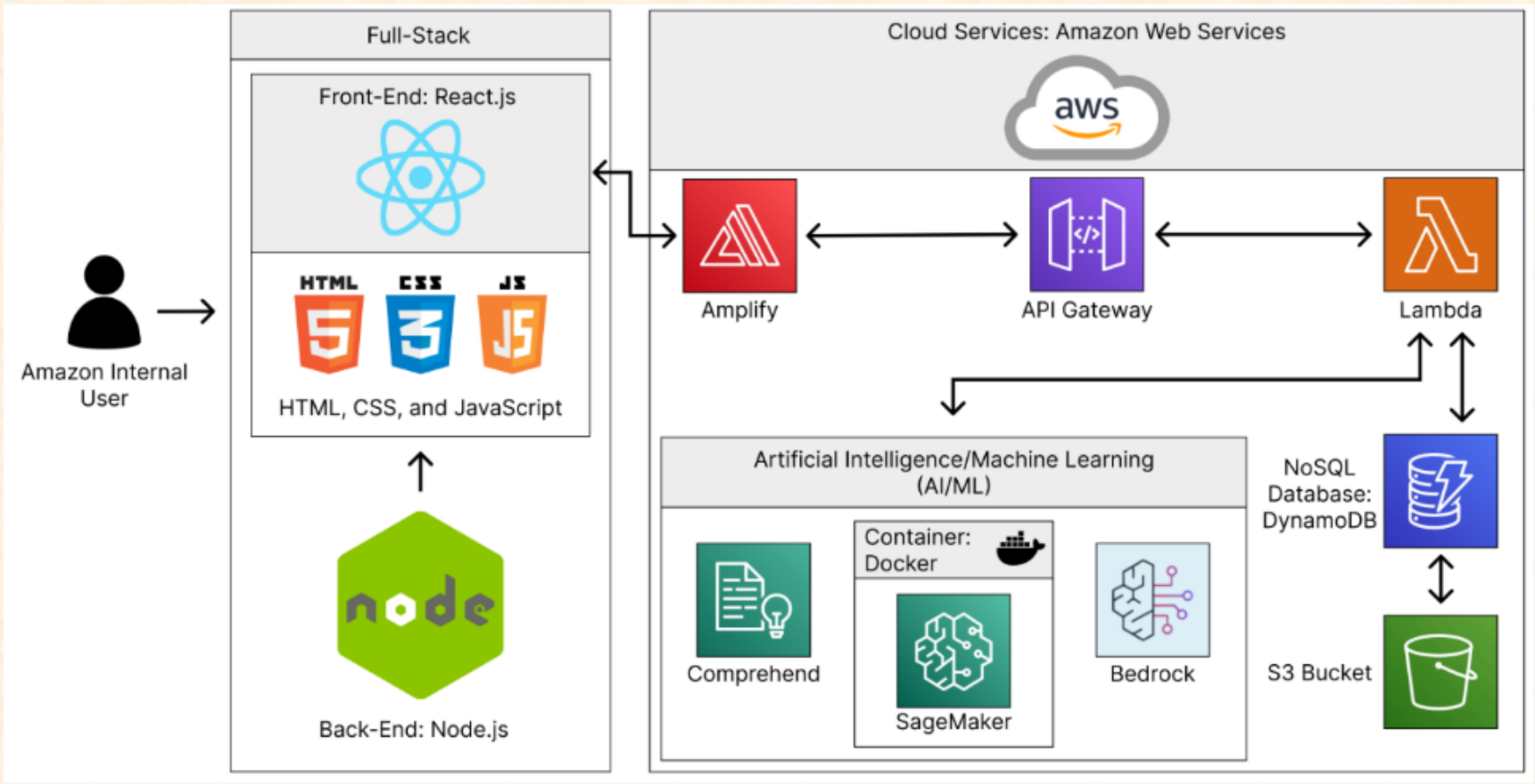
- Includes Things Like…
  - Object Models and Class Diagrams
  - UML Diagrams
  - Pseudo Code
  - Function Prototypes
  - Schedule
  - Test Plan
  - Risk Analysis
  - Etc…
- Probably Not Understandable by End User
- Usually Refined

Technical Specifications Examples

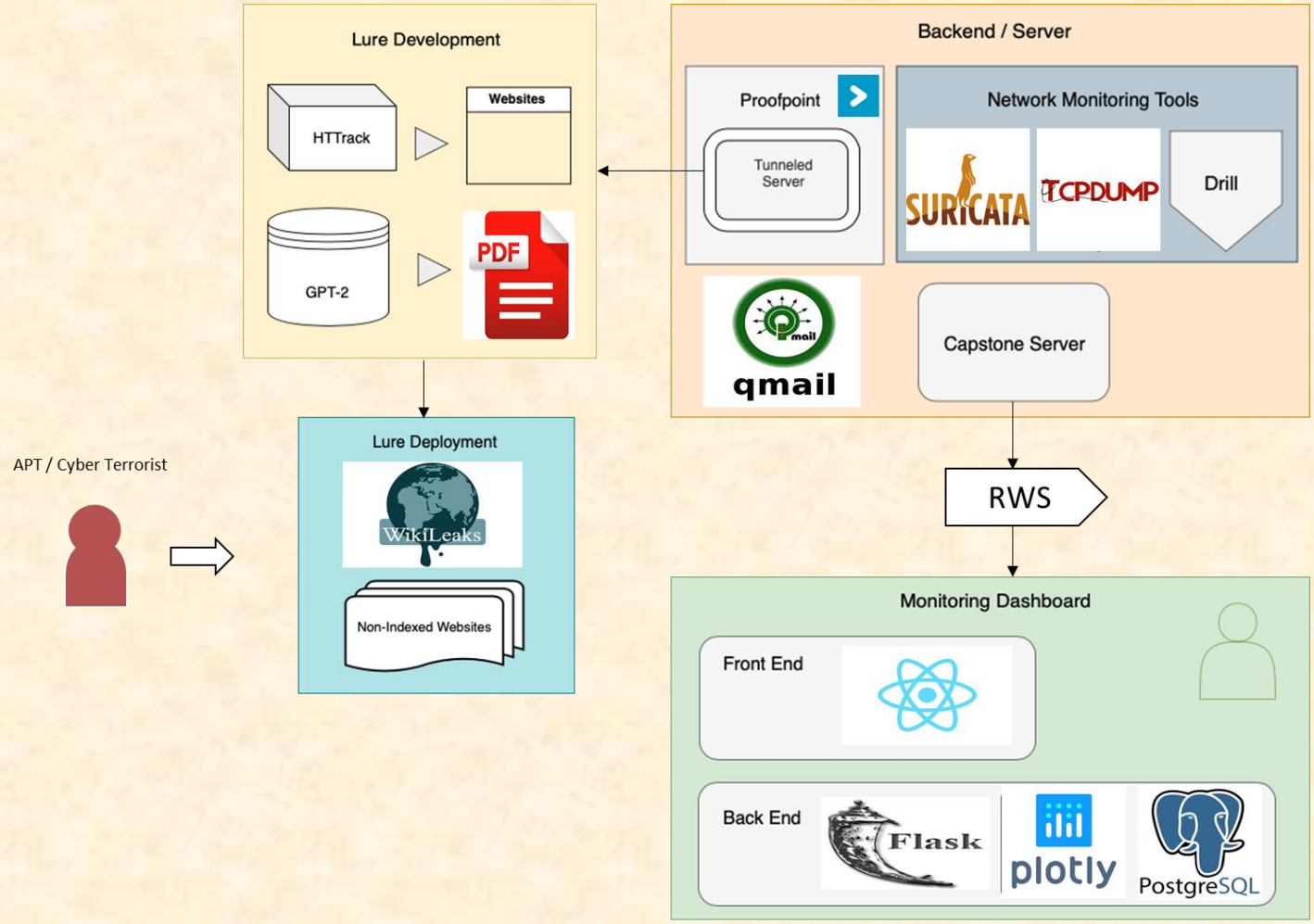
- Auto-Owners
  - Java Spring Boot 3
  - Adoptium JDK
  - Angular
- RPM
  - Tensorflow
  - Flutter
  - React
- Union Pacific
  - Unity
  - Microsoft C#
  - FFmpeg

Probably Not Understandable by End User

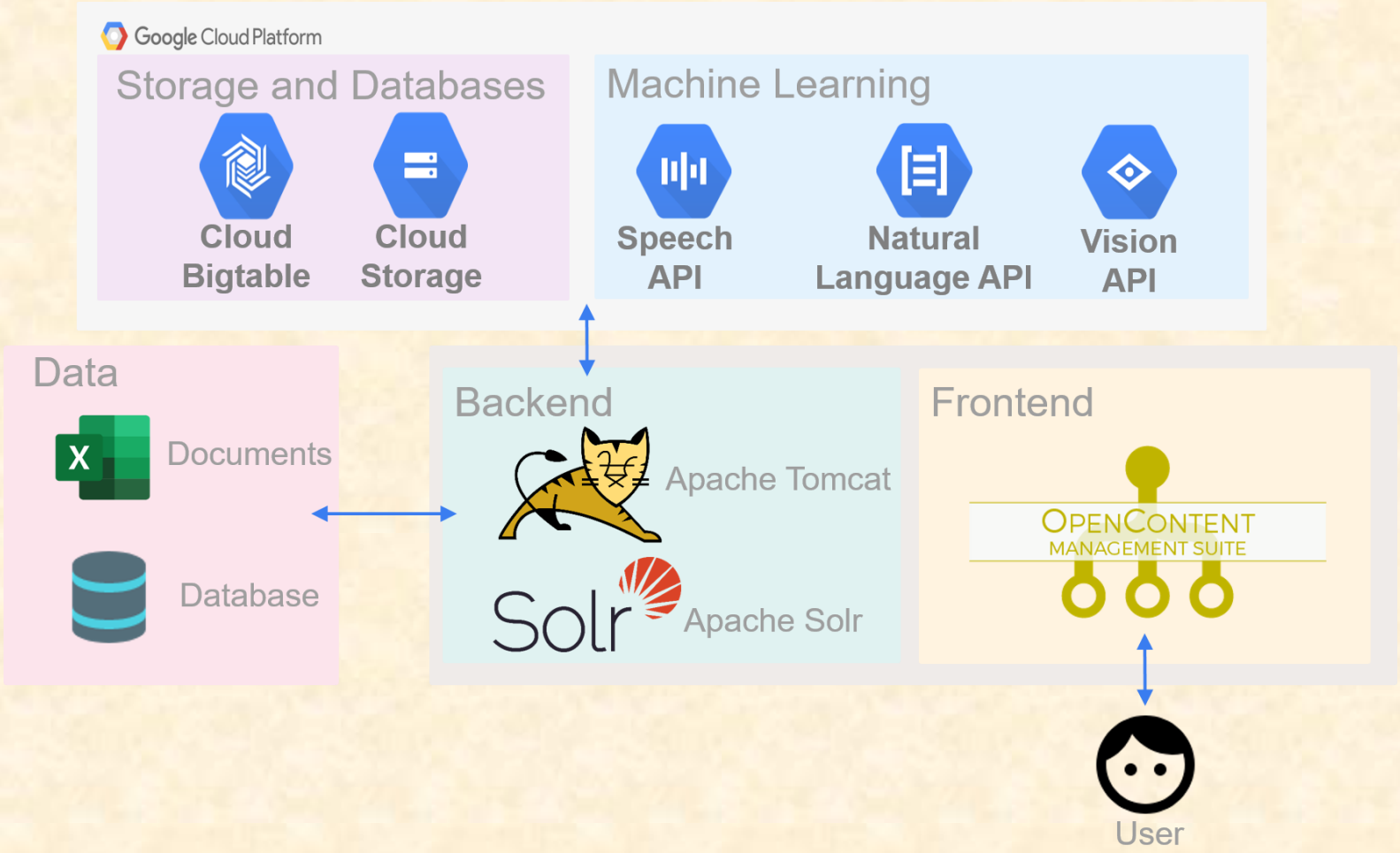
System Architecture Example



System Architecture Example



System Architecture Example



Approach

- Break Big Problems Into Smaller Problems
- Identify Constraints
- Identify “Risks”—Things You Don’t…
  - …Know
  - …Understand
  - …Know How To Do
- Consider Tradeoffs
- Select Appropriate Technologies
- Identify Core Features for a Prototype

Technical Specifications
Interactions With Your Client

- Derived With/From Client
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- **Your Job to Capture the Client's Intent!**

Cannot be emphasized enough!

Project Plan Summary

- Executive Summary (See Example Documents)
- Specifications
  - Functional: What does it do?
  - Design: How does it look and feel?
  - Technical: How does it do it?
- Testing Plan
- Schedule

How To's

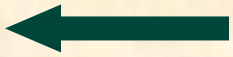
[1 of 4]

- Quickly identify…
  - …what you don't know,
  - …what you don't understand, and
  - …what you don't know how to do.
- Conceptually…
  - Start with functional specifications.
    - Get agreement with client.
    - Include as first part of project plan.
  - Do design specifications.
    - Get agreement with client.
    - Include as 2nd part of project plan.
  - Do technical specifications.
    - Get agreement with client.
    - Include as 3rd part of project plan.
  - Do schedule.
  - Do development, testing, and deployment.
- In CSE498, must do all three in parallel (and iterate).

How To's

[2 of 4]

- Approach
  - Make Skeleton Document Immediately
    - Will Get You Organized and Focused
    - Include "Under Construction" Sections (Totally Empty)
  - Develop In Parallel When Possible But…
    - Complete Functional First
    - Complete Design Second
    - Complete Technical Third
  - Refine As Needed
  - Assign Sections to Team Members
  - Share with Client
    - Ask For (Specific) Feedback
    - Highlight What's New
    - Tricky Balance
      - ❖ Not Enough?
      - ❖ Too Much?



"Is this what you had in mind?"

How To's

[3 of 4]

- Schedule Dictated By…
  - Course
  - Project Sponsor
  - Team
  - TMs
- Schedules > Major Milestones
  - 02/03: Project Plan Presentations
  - 02/19: Alpha Presentations
  - 04/02: Beta Presentations
  - 04/19: Project Videos
  - 04/22 All Deliverables
  - Other Milestones By Educated Guesses
- Track To It At Least Weekly at Triage Meetings
- Revisit Often and Revise If Necessary
- Delivery Slippage == Graduation Slippage

How To's

[4 of 4]

- "Living Document"
- Make Sure Your Project Plan Has…
  - Cover Page
  - Title
  - Table of Content
  - Page Numbers
  - Headers and Footers
  - Etc…

  (That is, make sure your plan looks professional.)

Interactions With Client

Client May Specify…

- Requirements
  - Functional
  - Design
  - Technical Requirements
    - Operating Systems
    - Programming Languages and Environments
    - Web Technologies
    - Etc…
  - Legacy
- Milestones
- Etc…

(You may explore and propose other ideas.)

Nota Bene: Project Plan

- Must Use Windows Microsoft Office
  - Word and PowerPoint
  - Included with Windows 11 VM.
  - Get it done now!
  - (Do not attempt to use anything other than Windows Microsoft Office.)
- How many…
  - …drafts will you write? Many.
  - …drafts will you share with your client? A Couple.
  - …final documents will you submit for CSE498? One
- Due Date
  - 11:59 p.m. ET, Monday, February 2nd
  - ~1.5 Weeks
  - Slide Decks Submitted Through Teams
  - Documents Sent Directly to TMs
- Split-Hands Formal Presentations
  - February 3 – February 5
  - PowerPoint Template Provided
  - Email Instructors ASAP if Conflict

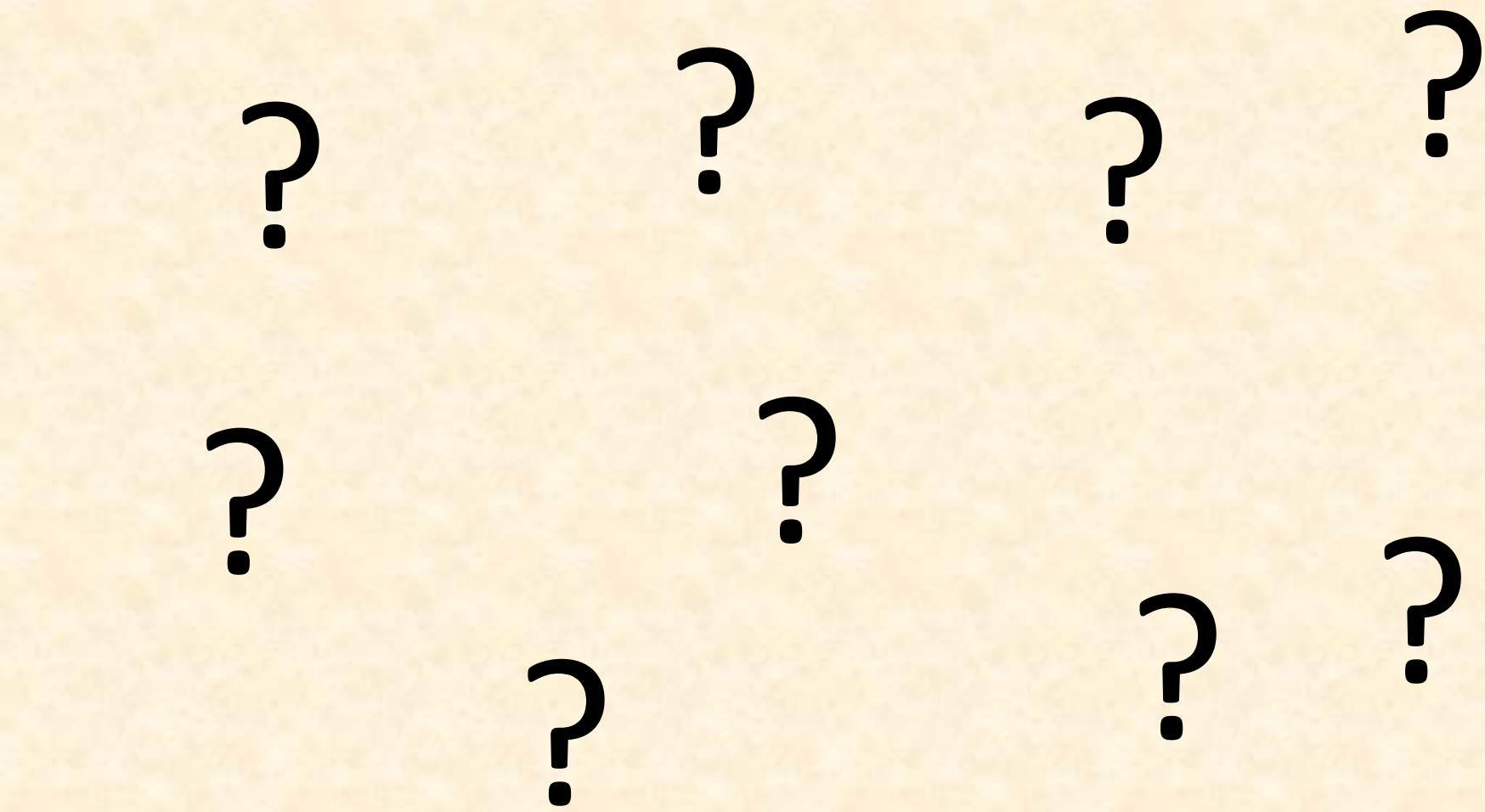
Resources on the Web

- Other Links > Downloads
  Project Plan Examples
  - Examples from 2025
    - Team Amazon
    - Team Corewell Health
    - Team Ludus
- High Resolution Sponsor Logo
  - Link Sent by Dr. D
  - Folder project-sponsor-logos
  - High Resolution png With Transparent Background

Project Plan

- ✓Functional Specifications
- ✓Design Specifications
- ✓Technical Specifications

Questions?



Delete this slide.

Read Me

[1 of 2]

- Presenting
  - The purpose of the Project Plan Presentation is to convince everyone that your team has scoped your project, understands the functional, design and technical specifications, and that your team has a crafted plan to develop, debug and deliver your project to your client on time (Wednesday, April 22) and on budget ($0).
  - The time limit for your presentation is 12 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
  - Each team will present using their own laptop. You will be provided with a wireless presenter. Ask your TM for adapters to connect the laptop that you will be using to the audio/visual equipment in your presentation room. Test in advance in the room in which you will presenting with the laptop that your team will be using.
  - We will meet in "split-hands" meetings. Luke's teams will meet in 158 Natural Resources, Griffin's teams will meet in 2400 Engineering, and Jared's teams will meet in 2250 Engineering.
  - All team members of the presenting teams are required to dress business casual on the day of their presentation. Business casual does not include jeans, sneakers, tennis shoes, hats, coats, hoodies, t-shirts or shirts that are not tucked into pants. Google "what is business casual."
  - Although the presentations will be scheduled over the course of two meetings, all teams must be prepared to present on the first day scheduled, Tuesday, February 3.
  - The presentation schedule will be posted on our Weekly Schedule page in the evening of Monday, February 2.



Delete this slide.

READ ME

[2 of 2]

- Creating and Editing
  - Read and follow the instructions in “Editing Documents and Presentations Using Office 365” of our course syllabus.
  - You must use this PowerPoint slide deck template as is. Do not change the number of slides unless the instructions explicitly allow you to duplicate slides. Do not change the order of the slides. Do not change the styles. Do not edit the master slides.
  - Throughout the template, replace placeholders […] with the appropriate information.
  - Edit the center footer by clicking the Header & Footer button on the Insert ribbon. Change [Team Name] in the footer to your company name as in “Team TechSmith Project Plan Presentation”. If necessary, extend the width of the center footer textbox on the master slide, making sure that you re-center the enlarged textbox.
  - Do not include any company confidential information in your presentation.
  - Delete every textbox that includes “Delete this textbox” and every slide that includes “Delete this slide.”
- Submitting
  - All presentations are due to us and to your client by 11:59 p.m., Monday, February 2.
  - Name your PowerPoint slide deck file as “team-[team-name]-project-plan-presentation.pptx” replacing “[team-name]” with your team’s name normalized by using all lower case, deleting non-numeric and non-alphabetic characters, and replacing blanks by dashes. Examples include “team-auto-owners-project-plan-presentation.pptx” and “team-delta-dental-project-plan-presentation.pptx”. Set File Explorer or Finder to show all file extensions to ensure that there are no blanks before the “.pptx” extension as in “team-amazon .pptx”.
  - Upload your PowerPoint slide deck to the folder “Project Plan Presentation Slide Decks” in our Microsoft Teams General Channel file space by 11:59 p.m., Monday, February 2. In addition, upload your slide deck to your team’s private channel file space in case your slide deck is deleted by accident from the General Channel file space, and you need to prove that you did indeed upload your slide deck by the due date and time.
  - Email a copy of your slide deck to your client as well by 11:59 p.m., Monday, February 2. Do not cc us on that email. Include some professional text in the body of your email to practice being a professional and to avoid having your email sent to your project sponsor’s junk folder.



MICHIGAN STATE UNIVERSITY

Project Plan Presentation

[Project Title 36pt]

The Capstone Experience

Team [Team Name 24pt]

[Team Member 1 16pt]
[Team Member 2 16pt]
[Team Member 3 16pt]
[Team Member 4 16pt]
[Team Member 5 16pt]
[Team Member 6 16pt]

Department of Computer Science and Engineering
Michigan State University

Spring 2026



From Students…
…to Professionals

Project Sponsor Overview

- Point 1
- Point 2
- Point 3
- Etc…

Describe your project sponsor in 60 seconds or less

Add some interesting artwork about your sponsor. Look on your sponsor's website.

Delete this textbox.

Project Functional Specifications

- Point 1
- Point 2
- Point 3
- Etc…

This is your project overview.

Describe what problem your project solves.

Answer the question “What does your project do?”

This is your “elevator pitch”.

Delete this textbox.

Project Design Specifications

- Point 1
- Point 2
- Point 3
- Etc…

Articulate a summary of your project's major features as well as its overall design.

Delete this textbox.

Screen Mockup: [Title 1]

You may include as many screen mockups as you have like, but you must include at least four examples.

To include more than four, you can duplicate this slide as many times as necessary.

Good screen mockups should help you elicit project specifications from your client.

Do not include screen mockups of trivial things such as splash screens or login screens.

Do not include screen grabs of other software.

Give each screen mockup slide a title.

See below for examples and instructions.

Delete this textbox.

Screen Mockup: [Title 2]

You may include as many screen mockups as you have like, but you must include at least four examples.

To include more than four, you can duplicate this slide as many times as necessary.

Good screen mockups should help you elicit project specifications from your client.

Do not include screen mockups of trivial things such as splash screens or login screens.

Do not include screen grabs of other software.

Give each screen mockup slide a title.

See below for examples and instructions.

Delete this textbox.

Screen Mockup: [Title 3]

You may include as many screen mockups as you have like, but you must include at least four examples.

To include more than four, you can duplicate this slide as many times as necessary.

Good screen mockups should help you elicit project specifications from your client.

Do not include screen mockups of trivial things such as splash screens or login screens.

Do not include screen grabs of other software.

Give each screen mockup slide a title.

See below for examples and instructions.

Delete this textbox.

Screen Mockup: [Title 4]

You may include as many screen mockups as you have like, but you must include at least four examples.

To include more than four, you can duplicate this slide as many times as necessary.

Good screen mockups should help you elicit project specifications from your client.

Do not include screen mockups of trivial things such as splash screens or login screens.

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Give each screen mockup slide a title.

See below for examples and instructions.

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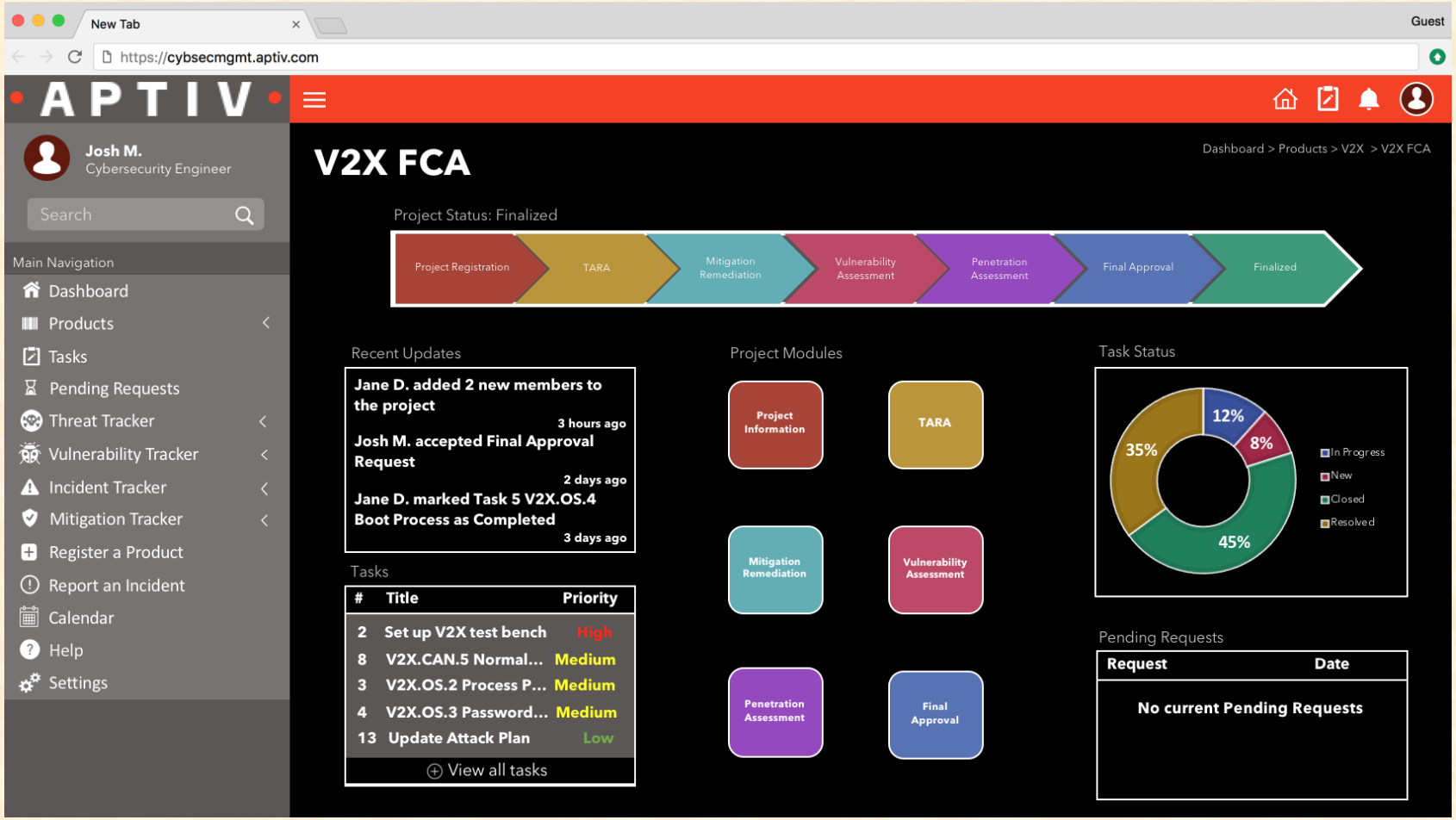
Delete this slide.

Screen Mockup Instructions

- Ensure that your mockups…
  - are readable (size-wise),
  - have the correct aspect ratio,
  - are scalable, and
  - are centered vertically (between the green bar in the title and the footer) and horizontally (Use Home > Arrange > Align).
- The screen mockups should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately and change any bordering whitespace to transparent.
- In PowerPoint use Home > Arrange > Group to group the objects in your mockup into a single object that can be copied-and-pasted (and scaled).
- Embed your screen mockups into platform frames, like a mobile phone or a tablet or a web browser. See https://mockuphone.com.
- Do not submit screen mockups with platform frames that have shadows. If you start with a platform frame with a shadow, remove the shadow with software like paint.net or Adobe photoshop.

Delete this slide.

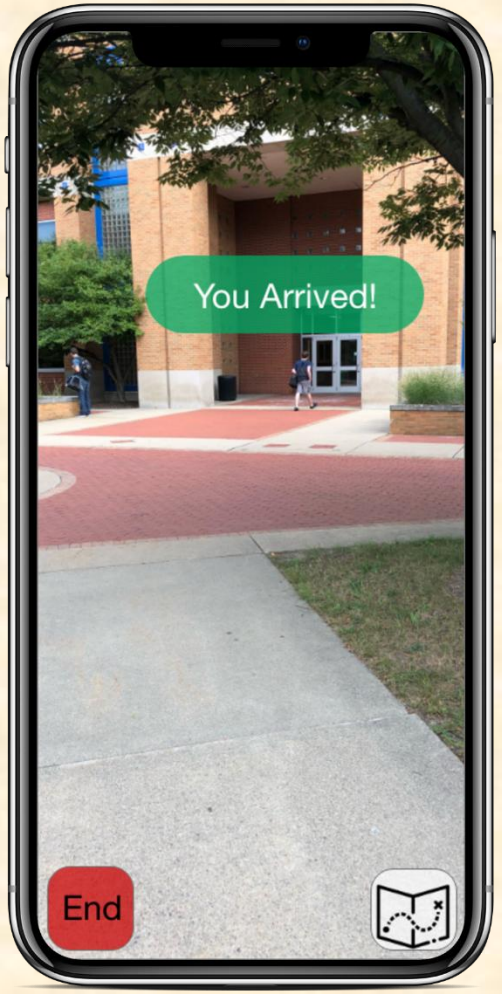
Screen Mockups: Web Interface



Delete this slide.

Screen Mockup: iOS Application





Project Technical Specifications

- Point 1
- Point 2
- Point 3
- Etc…

List the technical components of your project.

Delete this textbox.

Project System Architecture

Show a diagram that illustrates the overall architecture of your project including how all of the parts and pieces are connected and interact.

See below for examples and instructions.

Delete this textbox.

Delete this slide.

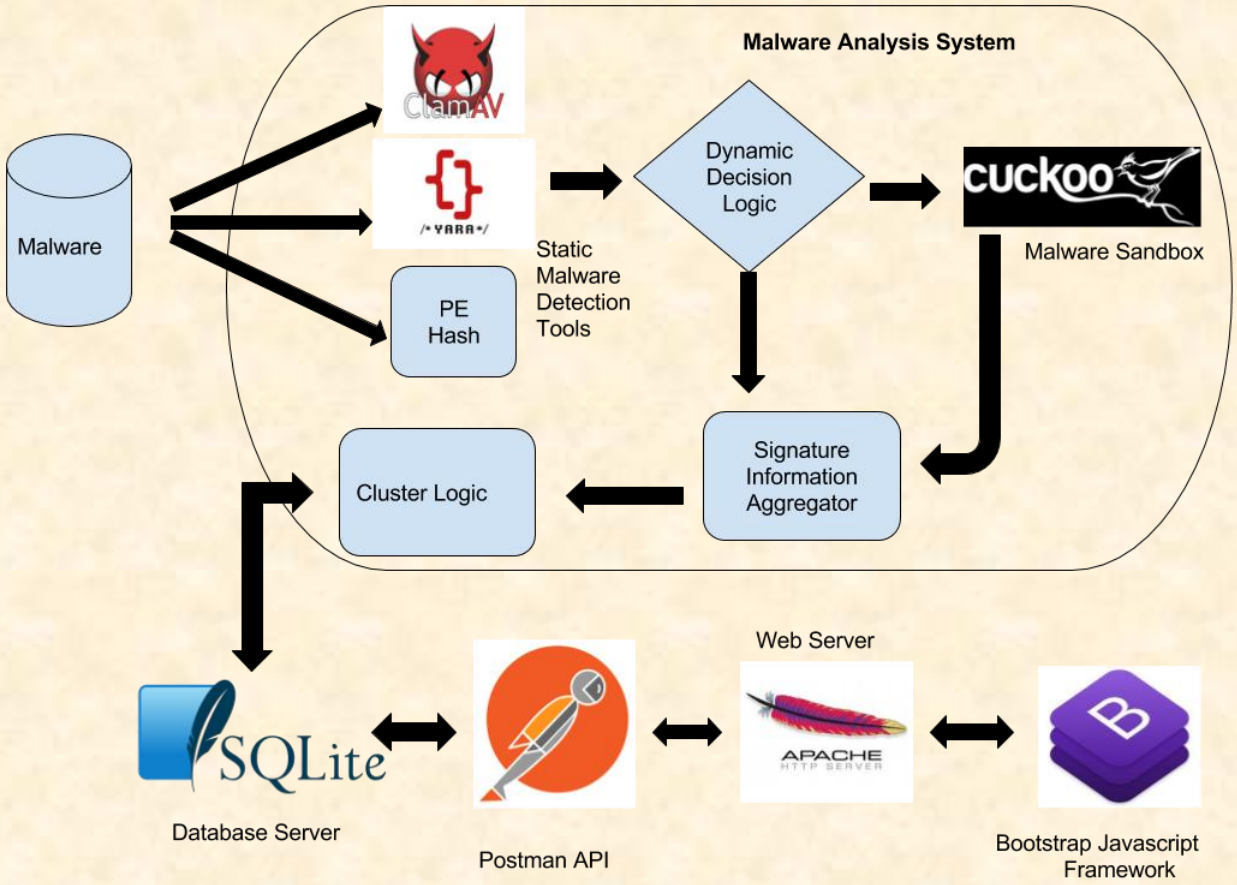
System Architecture Slide Notes

- Draw your system architecture diagram natively in PowerPoint; do not cut-and-paste a diagram from your Project Plan document.
- Create your system architecture diagram in a separate PowerPoint file.
  - Use a white background with a blank slide layout.
  - Use Home > Arrange > Group to group all of the objects in your diagram into one single PowerPoint object that can be copied-and-pasted.
  - Once grouped, save the diagram as a PNG image so that the entire image will scale including text.
- Use Paint.NET to make the background of your diagram transparent.
  - Download and install it from www.getpaint.net.
  - Copy your diagram into Paint.NET.
  - Select Tool > Magic Wand.
  - Click on a background area.
  - Push the Delete button (on your keyboard).
  - The background area should be a checkerboard pattern.
  - (N.B.: Paint.NET was a capstone project at the University of Washington.)
- Copy-and-paste your PNG image into the slide deck System Architecture slide.
- Ensure that your diagram…
  - is readable (size-wise) when projected,
  - has the correct aspect ratio,
  - is scalable, and
  - is centered vertically (between the green bar in the title and the footer) and horizontally (Use Home > Arrange > Align).

Read this carefully.

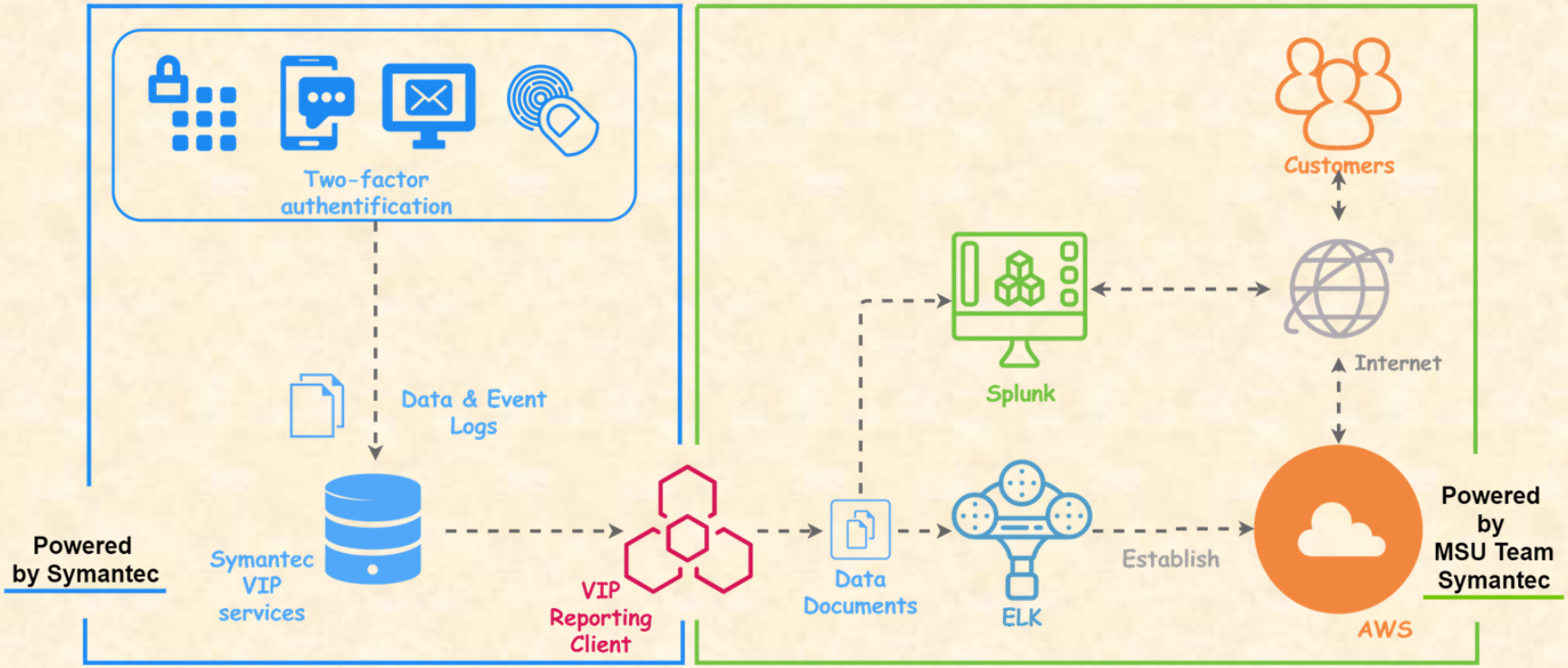
Delete this slide.

System Architecture Slide Notes



Delete this slide.

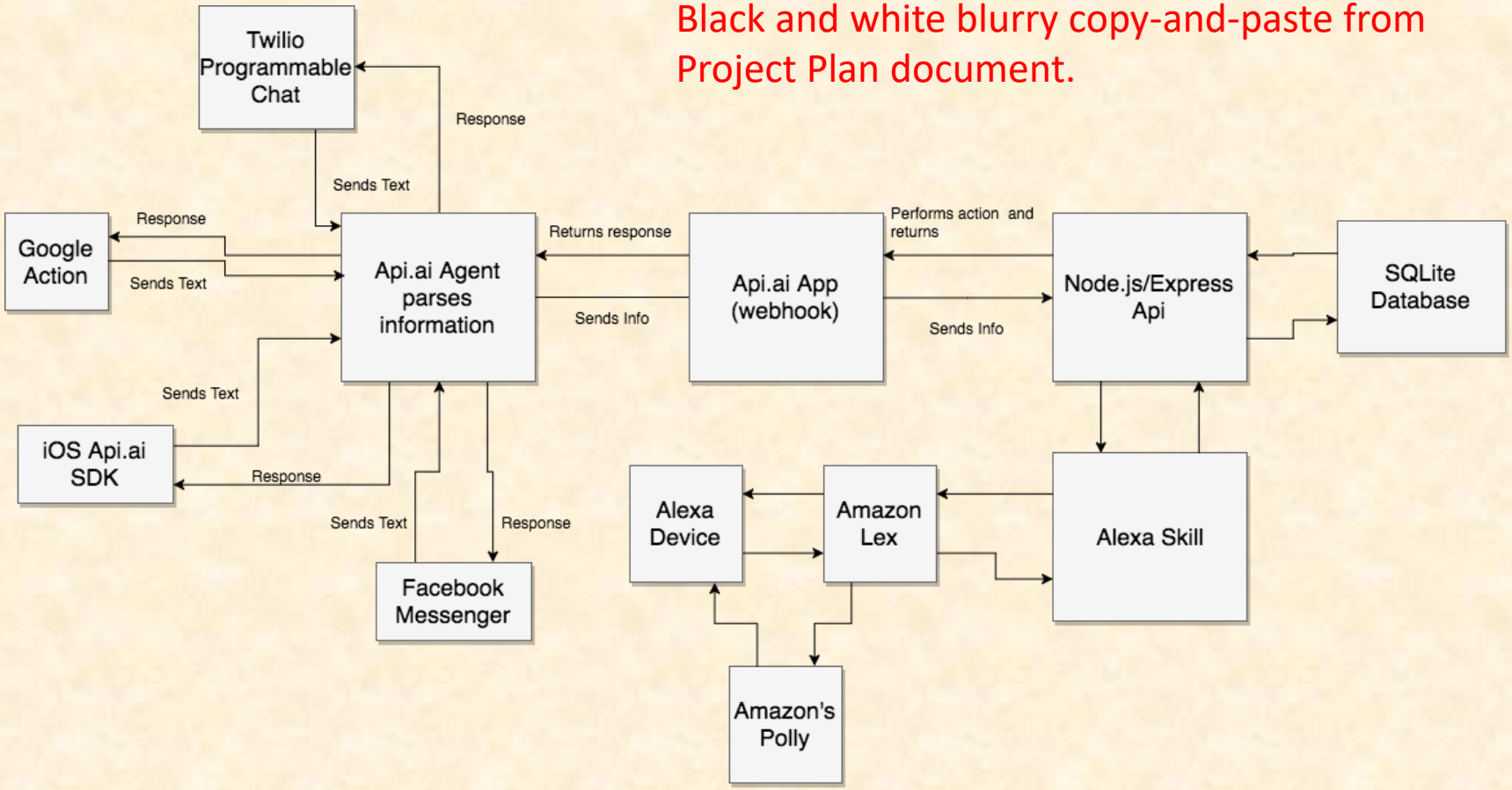
System Architecture Slide Notes



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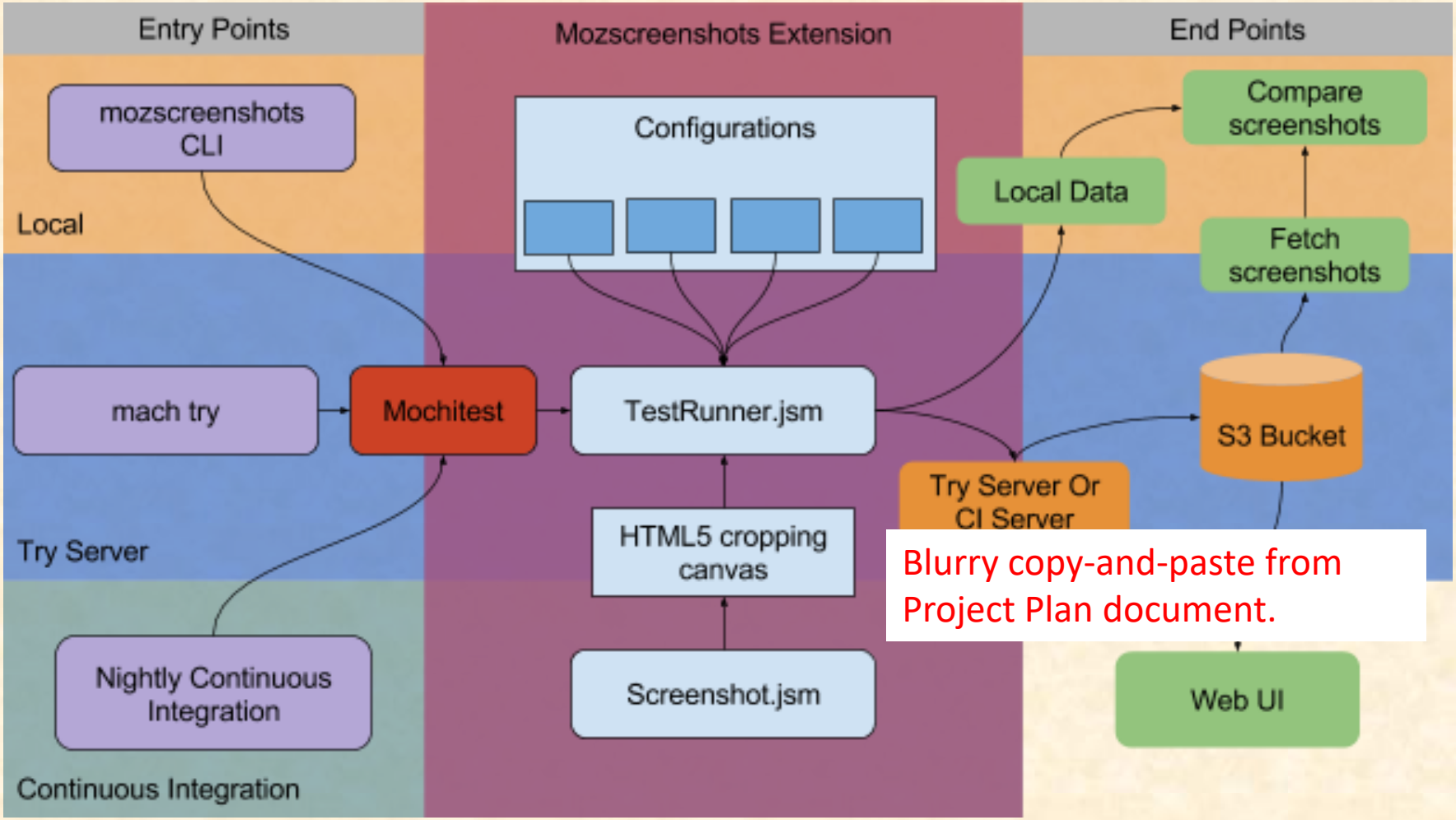
System Architecture Slide Notes

Black and white blurry copy-and-paste from Project Plan document.



Delete this slide.

System Architecture Slide Notes



Project System Components

- Hardware Platforms
  - Point 1
  - Point 2
  - Point 3
  - Etc…
- Software Platforms / Technologies
  - Point 1
  - Point 2
  - Point 3
  - Etc…

List your hardware and software platforms including all of the technologies that your project will use.

Delete this textbox.



Project Risks

Do NOT modify the title of this slide in any way. List your project risks on this one slide in bullet points.
Delete this textbox.

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

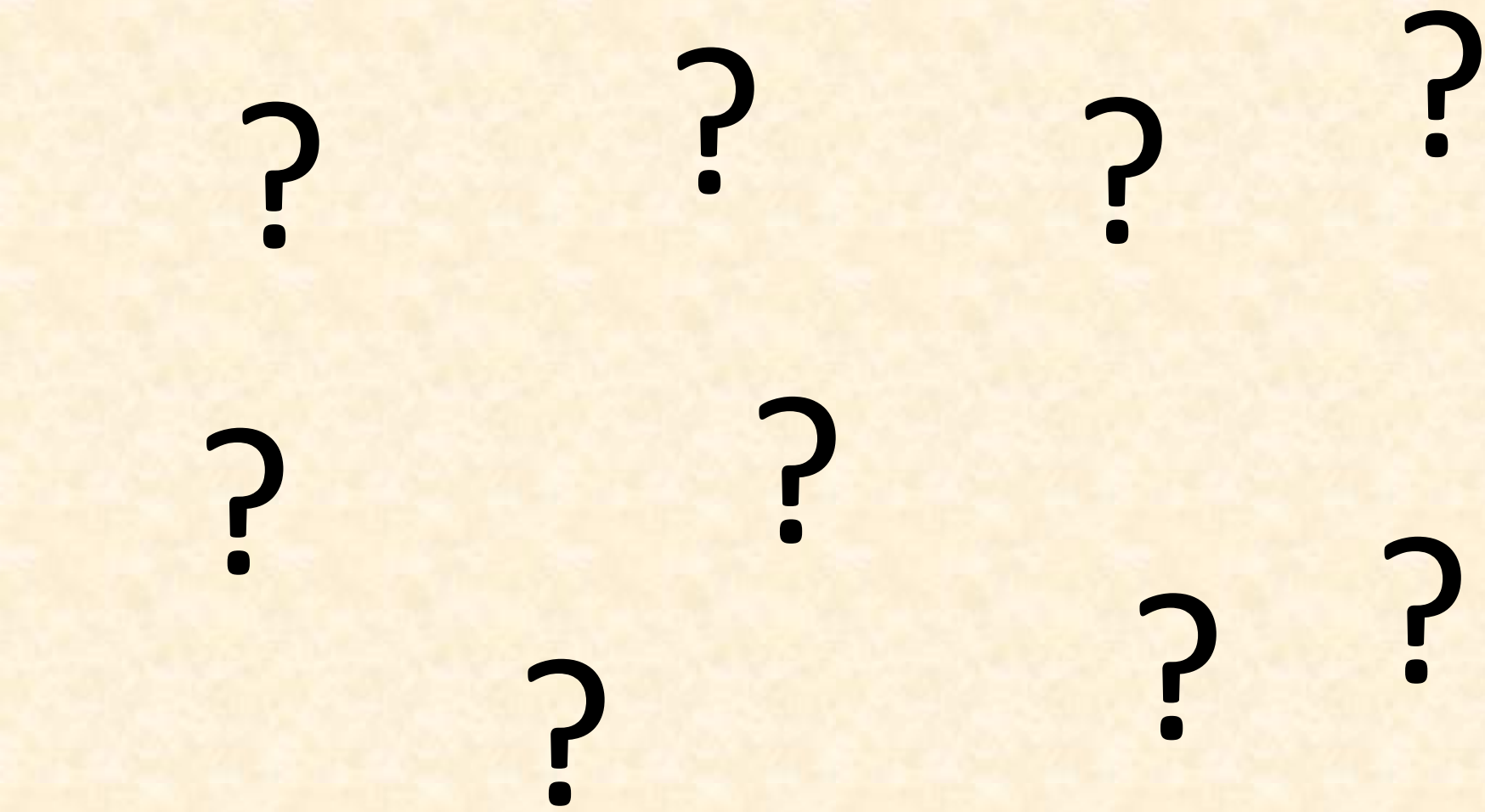
Articulate your major risks.

For each risk, describe what the risk is and how you plan on mitigating it.

DO NOT duplicate this slide. All of your risks must fit on this one slide.

Delete this textbox.

Questions?



What's ahead?

[1 of 4]

- Upcoming Meetings
  - ~~01/20, Tu: Risks and Prototypes~~
  - ~~01/22, Th: Project Plan~~
  - 01/27, Tu: Team Status Report Presentations
  - 01/29, Th: Schedule and Teamwork
  - 01/30, Fr: Team Photos (9:00 a.m. – 5:00 p.m.)
  - 02/03, Tu: Team Project Plan Presentations **←2 Weeks**
  - 02/05, Tu: Team Project Plan Presentations

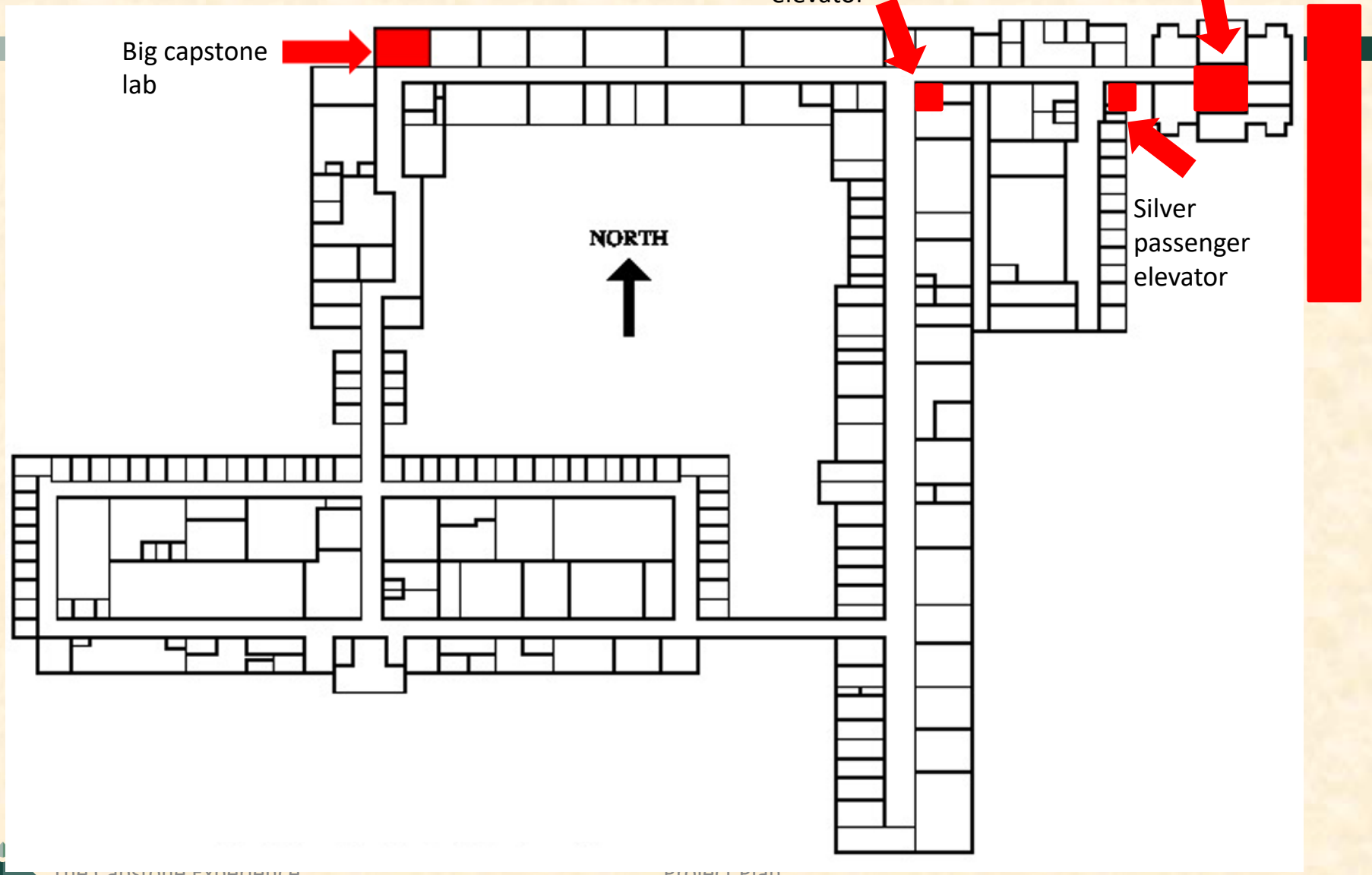
What's ahead?

[2 of 4]

Photo Shoot Schedule, Friday, January 30

10:00	Ally
10:10	Auto-Owners
10:20	RPM
10:30	Urban Science
10:40	Anthropocene Institute
10:50	Stripe
11:00	Lockheed Martin Space
11:10	Magna CADAIA
11:20	Ludus
11:30	MSUFCU
11:40	BREAK
11:50	BREAK
12:00	BREAK
12:10	BREAK
12:20	BREAK
12:30	BREAK
12:40	Amazon
12:50	TechSmith
13:00	Apple
13:10	Magna 4AICBM
13:20	Corewell Health
13:30	PACE
13:40	PS Technology
13:50	BREAK
14:00	Stryker IST
14:10	Kohler Co
14:20	Meijer
14:30	AkzoNobel
14:40	WK Kellogg Co
14:50	NetJets
15:00	Launch
15:10	Delta Dental 3DMM
15:20	Henry Ford Innovations
15:30	Whirlpool
15:40	GM
15:50	Delta Dental CDUIF
16:00	HAP

What's ahead (Photos location)?



What's ahead?

[4 of 4]

- 01/27: Team Status Report Presentations
  - 5 Days From Today **←Note**
  - Split-Hands Meeting
  - Slide Deck Template Posted on Downloads Page
    - 4 Slides
    - Presentation 6 Minutes Max
  - Must Use Windows Version of Office 365 **←Note**
    (See Other Links > Syllabus 30. Editing Documents and Presentations Using Office 365)
  - Read Submission Instructions Carefully
  - Due by 11:59 p.m. ET, Monday, 01/26
  - Upload Two Times to Microsoft Teams
    - To General Channel File Space
      Folder "Team Status Report Presentation Slide Decks"
    - To Capstone Team's Private Channel
  - Aggregated Slide Decks by TM
    - On TM's Laptop Used by All Teams
    - One or More Presenters Per Team
    - Random Order

Delete this slide.

Read Me

[1 of 2]

- Presenting
  - The Status Report Presentations will be given on Tuesday, January 27.
  - The purpose of your Status Report Presentation is for your team to demonstrate that you have made significant progress on your project. In particular, you will give status reports on a variety of things including the status of project sponsor contact, project sponsor meeting schedules, team meeting schedules, team organization, server systems and software, development systems and software, a brief description of the project, the status of your project plan and the initial identification of risks.
  - The time limit for your presentation is 6 minutes, which will be strictly enforced. Practice your presentation to ensure that your team will finish within the allotted time of 6 minutes.
  - Be ready to answer questions, including tough questions.
  - We will meet in "split-hands" meetings. Luke's teams will meet in 158 Natural Resources, Griffin's teams will meet in 2400 Engineering, and Jared's teams will meet in 2250 Engineering.
  - Dr. D. will combine the individual team slide decks into multiple slide decks, one for each TM.
  - Your TM will project the combined slide decks using their laptop, which your team will use for your presentation.
  - Your team may have one or more presenters.
  - The order in which the teams will present will be random.



Delete this slide.

READ ME

[2 of 2]

- Creating and Editing
  - Read and follow the instructions in “Editing Documents and Presentations Using Office 365” of our course syllabus.
  - You must use this PowerPoint slide deck template as is. Do not change the number of slides unless the instructions explicitly allow you to duplicate slides. Do not change the order of the slides. Do not change the styles. Do not edit the master slides.
  - Throughout the template, replace placeholders […] with the appropriate information.
  - Edit the center footer by clicking the Header & Footer button on the Insert ribbon. Change [Team Name] in the footer to your company name as in “Team TechSmith Status Report Presentation”. If necessary, extend the width of the center footer textbox on the master slide, making sure that you re-center the enlarged textbox.
  - Do not include any company confidential information in your presentation.
  - Delete every textbox that includes “Delete this textbox” and every slide that includes “Delete this slide.”
- Submitting
  - All presentations must be submitted to us and to your client by 11:59 p.m., Monday, January 26.
  - Name your PowerPoint slide deck file as “team-[team-name]-status-report-presentation.pptx” replacing “[team-name]” with your team’s name normalized by using all lower case, deleting non-numeric and non-alphabetic characters, and replacing blanks by dashes. Examples include “team-auto-owners-status-report-presentation.pptx” and “team-delta-dental-status-report-presentation.pptx”. Set File Explorer or Finder to show all file extensions to ensure that there are no blanks before the “.pptx” extension as in “team-amazon .pptx”.
  - Upload your PowerPoint slide deck to the folder “Status Report Presentation Slide Decks” in our Microsoft Teams General Channel file space by 11:59 p.m., Monday, January 26. In addition, upload your slide deck to your team’s private channel file space in case your slide deck is deleted by accident from the General Channel file space. Set File Explorer or Finder to show all file extensions to ensure that there are no blanks before the “.pptx” extension as in “team- amazon .pptx”.
  - Email a copy of your slide deck to your client as well by 11:59 p.m., Monday, January 26. Do not cc us on that email. Include some professional text in the body of your email to practice being a professional and to avoid having your email sent to your project sponsor’s junk folder.



MICHIGAN STATE UNIVERSITY

Status Report Presentation

[Project Title 36pt]

Status Information:
Think clicking "Status" on an Amazon order.

- You bought this on Monday, January 12. Helpful?
- We're going to send this to you. Satisfied?
- People who bought this also bought…. We good?

Where the $*(%($* is my order?

Delete this textbox.

The Capstone Experience

Team [Team Name 24pt]

[Team Member 1 16pt]
[Team Member 2 16pt]
[Team Member 3 16pt]
[Team Member 4 16pt]
[Team Member 5 16pt]
[Team Member 6 16pt]

Department of Computer Science and Engineering
Michigan State University

Spring 2026

From Students…
…to Professionals

Team [Team Name]

Status Report

[1 of 4]

[Project Title]

- Sponsor Overview
  - Overview Point 1
  - Overview Point 2
  - Overview Point 3
- Project Overview
  - Description Point 1
  - Description Point 2
  - Description Point 3
  - Description Point 4

Describe your sponsor is 30 seconds or less.

Delete this textbox and the brace to the left.

Describe your project in 30 seconds or less.

What problem does it solve?

Who will use it? How will they use it?

Delete this textbox and the brace to the left.

Team [Team Name]

Status Report

[2 of 4]

[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
- Project Plan Document
  - Status Point 1
  - Status Point 2
  - % Complete

Include status information.

Are all systems up and running?

Have you tested everything?

Delete this textbox and the brace to the left.

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

Team [Team Name]

Status Report

[3 of 4]

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

Include status information.

Who's doing what?

Delete this textbox and the brace to the left.

Team [Team Name]

Status Report

[4 of 4]

[Project Title]

Risks

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

A "Risk" is a significant task that you need to accomplish that you currently do not know how to do. Usually, a risk is a "showstopper," meaning if you cannot complete the task, you cannot complete your project.

"Mitigation" for a particular risk is your plan for eliminating that risk; that is, your plan for figuring out how to accomplish the task.

List only "real" risks. For example, learning new computer languages is **not** a risk for an MSU CSE student.

Give "useful" explanations of how you are going to mitigate each risk. For example, "we will learn how to do it" is **not** a useful explanation.

Delete this textbox.

What's ahead? [3 of 3]

- Split-Hands Meetings
  - Used On Presentation Days
    - 01/27: Team Status Report Presentations
    - 02/03,05: Team Project Plan Presentations
  - Three Locations
    - Luke: 158 Natural Resources
    - Griffin: 2400 Engineering Building
    - Jared: 2250 Engineering Building
  - Find the rooms in advance.
  - Attendance Taken As Usual Including Lateness

Misc. Notes

- Talk With your TM About Adapters for Presentations
  - We Will Order Any Adapters That You Might Need
- Please Remember That Photos Will Be Posted On The Capstone Website
- If You Choose to not be in Your Team's Photo, You Won't be on The Website or Design Day Booklet

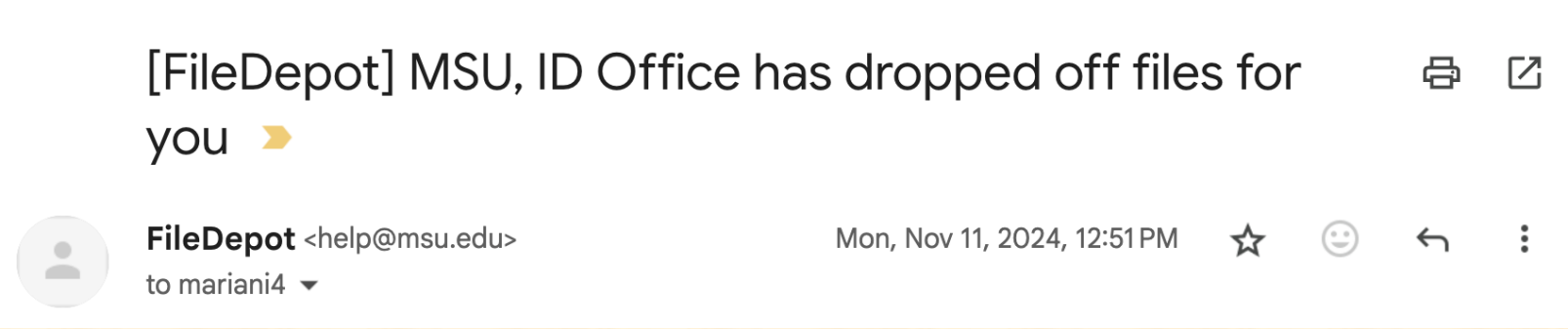
Aside: Filenames

- Convention
  - Use all lowercase.
  - Delete non-numeric and non-alphabetic characters except dashes.
  - Replace blanks by dashes.
- Examples
  - Team Amazon
    team-amazon-status-report-presentation.pptx
  - Team Auto-Owners
    team-auto-owners-status-report-presentation.pptx
  - Team Kohl's
    team-kohls-status-report-presentation.pptx
- File misnamed == Not Submitted == No Credit

Client Access to GitLab

[1 of 2]

- Fill Out the Google Form (team does this)
  - https://forms.gle/A37rHgQzdG3MsQwn9
  - Email Dr. J After Submitting the Form
- Tell Clients to Watch for an Email From MSU FileDepot
  - Should Receive in 1-2 Weeks
  - It Expires 2 Weeks after Being Received



Client Access to GitLab [2 of 2]

- Clients go Through the Process to Get their Temporary NetID
- You (the team) Give GitLab Access to Your Client's Temporary NetID

Using Office 365

- Word and PowerPoint Processed by Software
- Use Office 365 Natively on Windows 11
- Do not…
  - …copy-and-paste from any other application.
  - …use the web version of Office 365.
  - …use the collaborative version of Office in Teams.
  - …use Apple's office suite.
  - …use the "Try the new…" version of Office.
- Not Processable == No Credit

- See Other Links > Syllabus 30. Editing Documents and Presentations Using Office 365