Management report

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SafeCap

Overview

The marking sheet

General considerations

A report with 4 specific headlines

The marking sheet

Feedback & Improvement Sheet – Project Management Report

Supervisor/2nd Marker: (delete as needed)	Student Name:	Project Title:

Tick the prompts and use these in deciding a **mark** (a percentage range, eg, 61-64) for each category in the rightmost column.
The percentage range should be as small as possible, and never more than 5%.
The weighting of the different marking components is a recommendation only.

	bad fail (<30)	fail (30-39)	3rd (40-49)	2ii (50-59)	2i (60-69)	1st (70-85)	good 1st (>85)		
Limited progress assessment								Detailed progress assessment	**Project Management** (∼ 70%):
Limited assessment of change in risk								Detailed assessment of change in risk	
Limited revised work-schedule								Measurable revised work-schedule with time for reflection	
No revised risk-analysis								Comprehensive revised risk-analysis including mitigation	

What went well :

How to improve:

Poorly organised report								Sensibly organised subdivided material	**Quality of presentation** (∼ 20%):
Inadequate style / grammar								Flawless grammar	
Poor referencing / tables / diagrams								Relevant, clearly presented, valid material	

What went well :

How to improve:

Report significantly under/over page limit								Report length on spot	**Length** (∼ 10%):

General comments: (eg, weak/strong points, justification of final mark in relation to above categories)

Overall mark: (should be a combination of marks above; explain your combination here)   **%**

Signature and Date:

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General considerations

Disclaimer

There is no pre-scribed writing style.

These all are hints.

Feel free to follow a different style in your report.

Pointer to report writing & writing guidelines

Look up my previous hints on

- How to write a report and

- How to write

in your project handbook.

They apply here as well :-)

You have limited space (2 pages)

Think about which topic(s) you want / have to emphasise.

Inaccurate assessment & unrealistic planning

won't help.

Supervisor / 2nd marker have a good idea of how your project is going and will dismiss fantasies.

You are the first

to write a 2 page management report.

However:

- The old "Interim reports" included management – with nearly identical assessment criteria
- There are sample texts on the slides.

A report with 4 specific headlines (and 2 generic ones)

Table of contents

Not needed for a 2-page document.

1. Introduction

- Remind your markers in a paragraph of about two lines of text of what your project is about.

Sample text:

Project aim is to develop a test environment for the electronic payment system EP2. Objectives include: to establishing communication with the terminal at all; to support all XML message formats as defined in the EP2 standard (in total about 80).

[All sample texts are fictitious, written by MR. They reflect on a real MSc project at halftime. This project achieved in the end a good first.]

2. Progress assessment – hints

- State to what extent you have made progress as originally planned.

- In case of a mismatch between plan and current state provide an analysis why the planning was not accurate.

2. Progress assessment – sample text:

The project is behind schedule, concretely, Milestone M1 (see [1], page 12) was not reached: communication with the terminal could not be established yet – but messages can be exchanged with an emulator; only 10 rather than 40 XML message formats are supported.

To establish communication with the terminal will require a level of interaction with the terminal supplier that is beyond the scope of a 3rd year project. The failing experiments were costly in terms of time. For the rest of the project I will work with an emulator instead.

EP2 encryption is a complex variation of Triple-DES. The original plan was to use standard libraries. The additional task of implementing EP2's Triple-DES variation was costly.

3. Reflection on the original risk assessment - hints

- State to what extent the original risks turned out to be relevant.
- Say if you overlooked risks.

3. Reflection on the . . . - sample text

Overall, our project experience confirms the original risk analysis (see [1], page 14). Though hardware failures or loss of data have not happened, these risks remain. Risk R1 "can't get the terminal to work" has occurred. I will now test out my implementation against an emulator rather than the terminal.

I overlooked the risk that limited knowledge of the EP2 standard might mislead planning – see the discussion of EP2 encryption above. Further, family issues occurred and had a negative influence on the project.

4. Revised work-schedule – hints

- State your new project objectives (if necessary)
- Provide a new work-schedule, possibly including a new Gantt-chart (if necessary).

4. Revised work-schedule – sample text

The project has new objectives: establish communication with an EP2 emulator; fully support 2 terminal interfaces with $\sim$ 30 XML message formats.

I define two new milestones: M'2 (EP2 encryption is implemented) and M'3 (all 30 message formats are supported). The chart below shows milestones and tasks for the second half of the project: . . .

5. Revised risk assessment

- Say to what extent your original risk analysis remains valid.
- State the changes needed (if necessary).

Sample text

The original risk analysis can stay as stated in [1], page 14. Thanks to the change of objectives and good progress on the EP2 encryption, there are no new technical risks to be added. The additional risks to be added is: R'1 − family issues. . . .

6. Conclusion

- State in a paragraph of about two lines why you think that your project is on a clear pathway to success.

Sample text

During the first half of my project, I gained a good understanding of the EP2 standard, made excellent progress on implementing EP2 encryption, and developed a systematic approach of how to support EP2 message formats (validated against the emulator). Thus, I am confident that my project will achieve its new, cut-down but therefore realistic objectives.

References

Don't forget them :-) Probably you need to refer to your Initial Document.

Conclusion

Summary

- General report writing rules apply.

- Suggestion of having four main headlines
  – directly correlated to the marking criteria.

- Suggestion to add Introduction and Conclusion.

Good luck with your reports!