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Project reports should be like conference documents: concise and focused on what you've done. Format: Use 1 inch margins (right and right), 1 inch margins (top and bottom), 11 times the time character for the main text and use the 10-point courier character for the computer code. Use your judgment for other situations (e.g. a backed courier font, italics, and 10 points for quotes). Single space your text. Make the text fully justified (where the letters are aligned to the right and right). The text should be in 2 columns, with 3/8 of an inch of space between columns. Your card should be four pages long. Having only 3 pages is fine, as long as the content is good. All 6 pages or more will not be classified. If you want to use latex, here are two examples with the formatting already done. You can simply remove text that is not needed. You will also need the IEEE.CLS class file or the IEEECONF.cls class file. Just download both class files until you decide which one you like. You are allowed to have appendices, if necessary. Appendices are primarily for code or mathematical derivations. Appendices do not count in the page count. For example, if you have 4 pages of reports, you can also turn into an appendix that is as long as you want. The appendix should be like a separate document, with your name (s) on it. Attach it physically to the report, e.g. with a binding clip. Yes, your code should be in the appendix, monospaced, single column. You don't have to turn on all the code used in your experiment; Use your best judgment. You may want to include only relevant sections of code. For example, you should not include code that someone else has written, unless you have made significant changes. If your code is 100 pages, you should not print everything. If your code is 6 pages, then you should print everything. If you include a log-log, you can include it in the appendix. Or you can incorporate it into one of the sections of the report, if appropriate. The references must be in the same 2-column format as the rest of the paper. You can use this PDF example, but follow the instructions below. If you want to use latex, here are the directions and a sample file you can use as a template. Under the authors' names, instead of address, put the class name, the number, date and the instructor's abstract should not be more than 150 words. The abstract is a short summary of the paper. If you were to return what your document says in 150 words or less, what would you say? For a conference paper, most people will read the abstract to see if they will find it interesting enough to read the whole paper. This makes a lot of sense if you go to a conference on a subject you are interested in, but you find that there is a more than 100 documents. By the way, I recommend writing the abstract, as it is easier this way. Introduction Why your topic is important (convince us!) Where is it used? Applications What you will talk about / Overview of the rest of your sheet (Section 2 Covers ... Section 3 Presents ...) Any relevant and specific information, e.g. hardware statistics, equipment used What other people had to say about this topic (s) (be sure to quote your references, and citation as appropriate) You will discuss the books and documents that you include in your references. You have to quote them, too. If nothing else, include a short rationale explaining why you thought it was helpful. What other people have done on this topic (or related topics) Problems and shortcomings of their work How your work is different and better Project Your approach to the problem What you've done Design - what you've already had (and where it came from) - what you've added/changed - for parts, include foreground drawings (e.g. magic screenshots) What Did it work? Include graphs, equations, images, etc. as appropriate results Include relevant observations, measurements and statistics. For example, for the VLSI class: Include statistics such as timing information if available for simulation, or if not, your analysis on critical path, delays and clock cycles. Be sure to include information about the dimensions: the total size of the measured circuit (X lambda by Y lambda), and the transistor count. Summary Try to put together the intro, background, and project sections. How do they all relate to each other? (It may seem disjointed sections to an unfamiliar reader). Remaining important results Conclusions What you did/learned What you would have done differently Future work references You should include a number of books and documents that were useful. If no number if specified, then include at least 5 books or documents. (If this is a group project, include at least 5 per person.) Web pages do not count towards this minimum number. Wikipedia is not appropriate, and you will be penalized if you include it. Cite the documents/books you've used Anything you found useful Include class textbooks if you want Each team member must submit an individual report. You can refer to someone else's report, such as a team member. But you need to document that report like you, any other source. You can quote from it, as long as you close it in double share, and put the quote after it. See the following guide to document your sources. See the paper summary feedback for useful examples of what to do when writing a technical paper. Remember your audience - your journal should be comprehensible to any CS student (at your level) who took this class. Images Your observations and measurements Equations Graphs Figures Simulation, model (e.g. our design took 200 cycles to do Task #1. We ran it 10 times, and the time for each run is: 12, 15, 16, 14, 13, 15, ... we expect the second task, which is twice the time, to take about 30 sec.). Note: If you use color charts, make sure you use a color printer while printing the report! I've seen several reports saying things like "blue dots represent ...", while red dots represent...", just to have the gray-scale printed figure. grey.References, use the following style. Grading The degrees of the Semestre project for the project results are weighted so that the final presentation of the project and the final project report constitute the majority. The final presentation of the project is 35% of the degree of project, the final project report is worth an equal amount of the degree (35%) and the remaining deliverables (presentation of the proposal, the press proposal, presentation of the project update, any code update, etc.) They are weighted equally and worth the collective value of 30% of the degree. For example, here is the formula of the spreadsheet used in a typical semester for the project degree: (media (media J2: I2) * 0.3 + media (m2: N2) * 0.7) J2 = presentation K2 = press proposal L2 = Project Update presentation M2 = Final design of project N2 = Final project report Last update: September 2012 A project report is a document created for a team or company that guarantees a project on track. The project report describes the progress of the project, milestones and onboard blocks. â € ¤ "Why is a project report important? Project reports are a fundamental part of any project management process. There are some key documents necessary for the progress of the successful project and a project report is undoubtedly one of them. Alongside a project plan, a project report has a significant weight in justifying budgets, team members and tools or other resources. In this article, we will explore one of the two types of project reports that any project manager must be able to write. Report number one is a report on the current state of the project. This report will be necessary on more than one occasion throughout the duration of a project and explores the overall progress of the project. Report number two is a project completion report; This report arrives at the end of the project and wraps everything. We also provided a range of project report models that you can adapt to your project and the type of project relationship you need. â € ¤ "Complete guide for project reporting: Report on the state of the project" Write a report on the state of the project? This report is so crucial to keep key players up to date - We will explore who exactly you need to write at the next point. A report on the state of the project is required to provide a summary of a project, significant changes and to maintain a record of the progress of the project. A report on the project status adds milestones and reminders targeting the process. Without the report, many project teams will struggle to continue their momentum on long-term projects. â € ¤ who is a report onof the project? A project report will have to be written for different people; Every stakeholder will require different information that are important to remember this when you put the progress of the project together. It is not a size suitable for all situations. You could manage sensitive information that could damage the relationships or even severe if you put in front of the wrong eyes. At the same time, you could release information that are not relevant to certain people; in in An information assault that someone could lose data or information that is specifically important for their eyes. â € ¤ â € ¤ "Different people who must see a report on the status of the project in progress: â € ¤ project Stakeholdersproject TeamProject SponsorsreadLeaderHeyFinance Team Contractors project management, â € ¤ â € ¤ "What to include in a relationship on the state of the project ? Depending on who you are writing the report for, this will change. However, there are some main elements to include for the progress of the project, although those who are reading the project report. â € ¤ â € ¤ " resources It is important to document all the resources you had mapped in the project plan. What did you leave yet available? What did you use insufficient? What resources do you need more? This can include project management tools and physical resources such as software or a PDF, but also human resources. â € ¤ â € ¤ " TIMELINES AND TARGETS It is essential to give everyone an overview of the timeline of the project in these state relationships, especially those that are outside your project team and not using the project management software you are Using. At this point, be realistic with your timeline, not optimistic. Refer to your Gantt calendar to help you with this. Save your optimism for team meetings to spur your project team in working more efficiently and hit the deadlines. In the signaling part, you need to be honest with your timelines and your results, both with the goals you have or have not hit and those you expect to be on time with or not. Many more players in the line will work on the information provided in this section of the report, so it must be accurate so that they can manage their workload and be available at the scheduled date. â € ¤ â € ¤ "remarkable changes this can be radically to vary but must be any novelty that has happened and is no longer carefully from the initial project plan. If you are using an editable model rather than a PDF, you can go back and change The project plan to accommodate changes. However, it is not recommended. You cannot guarantee that your team continuously reports the initial project plan after obtaining a clear range of what they have to do for the entire project. " Funding and budget The project manager should use the time dedicated to a report on the status of the project to reflect on its budgets. Accounting skills are vital to the success of a project manager and can manage a large budget will be useful when it comes to managing the overall financing of a project. In this part of the report, provide a clear overview of the expenses, the expenses envisaged and highly highlight where it is above or under the real-time budget. The team can learn from this, only for future projects but also for reports and project management expenses next month. â € ¤ " Team performance uses goals and objectives to quantitatively identify if the team is doing well. While I do so, it is essential to consider the obstacles that have had to jump along the way. They faced faced faced faced circumstances that were unforeseen? If so, how have they managed to cope with and react to these challenges? Your qualitative eye needs to get in to play here. Just because a team member didn't hit the pre-planted deliverables doesn't mean they don't perform. How were their personal abilities, as well as their difficult abilities? Consider everything, put pressure on those who can do better, highlight the exemplary team members, give praise and lead for example. Risk Management This is the final part of the project status report and one of the most important skillets for a successful project manager: Risk Management. A project manager must have a certain amount of obstacles to the game in their daily work and be able to give an executive summary of all risks. In the project status report, give an overview of any predicted risks and try to display them tiered so that any reader has a clear overview of what the biggest risks are right through to very low level risks, and what can be done to prevent them. Always have a Plan B, and adapt it every time a project status report is created. The risk management report is often best accompanied by a risk analysis meeting. Step out of your meeting with detailed meeting minutes and use your team's knowledge and perspective to give you a complete overview of all the risks at stake. When to write a report on the status of the project? This largely depends on the timeline (or the timeline envisaged for that subject) outlined in your project proposal. If your project should run for a few years, it might be best to create quarterly reports on the status of the project. However, if your project is set to run about six months to a year, monthly is recommended. For all the help that project status reports provide, it is important to remember that they can be quite time consuming to do. We have provided a project report template in this article to make your work easier; however, it is still a process. Click here to view our gallery of project report templates. As long as a project manager is putting into a status report, they are not putting the work into managing their team. Choose a regular time to deliver the report and put it in the Gantt calendar. Be aware of the time it consumes, and try to stick to the delivery dates in real time. In doing this, you save a lot of time with unnecessary communication from different players. Questions like "What's the status on XYZ?" "How's the budget looking for the project XYZ?" everyone can wait for the regular report, leaving the team to focus on their work. How A project report? There are some things you need to remember when you put together a project report to help ensure that it is efficient and supports the success of the project. Be honest There is no way to hide the materials deliverable or see the truth through the pink glasses. You are not creating a presentation to win someone here; You are creating a report to make sure everyone has a clearer possible view, possible. Honest during your report, give accurate numbers (not round or down,) and don't apologize. Stay critical. Give more information this comes to your judgment, but the most relevant information, the better. A project manager will have a fantastic overview of a project and current status. For this reason, they are the best person to put together a relationship on the state of the project. However, a project manager should not be afraid to let team members fill in parts of the relationship if they have a better overview of a particular task within the project. Assign various areas of the project report to several team members and then review everything before the relationship is presented. Write clearly clear and concise writing ability are so crucial to make sure the project report is understood. Do not see the status report of the project as something you just need to get done and delivered. Verification, make sure there are no spelling errors or grammatical errors. You will be surprised that the power of a comma can do. Seen? Make sure the reading of the relationship is so smooth as your project management capabilities. Celebrating success for all defects, risks and problems referring to the status report of the project, it is essential to document your successes. A project is a rollercoaster. There will be high and bass, spirals and upside down. Identify which of these are wins and celebrate them. Celebrating success, the moral of the project team is raised and reminds the Project Manager that has been reached so far. Write to the aliens you will write a project plan for many people, many of which have not had the direct exposure to your team, your company, or to your task at your fingertips. When we say writing for aliens, we intend to write for someone who has no idea what is happening. Even the simplest of abbreviations or presumptions can be interpreted as something completely different from someone else. Do not leave room for mistakes or misunderstandings. Don't be afraid to use visualisli visual media are fantastic to get your point through or view more information clearly. Visual aid can break the monotony of the relationship if it is a lot of copy, which will be a relief welcomed by the eyes for any reader. They say an image is worth a thousand words and for a good reason, if you're struggling to get your point through, then look for an example of it online. Use images as a support example of what you're saying. Automate the processes where you can despite every project has its own landscape, you may surprise you from the amount you can automate in your reporting process. Find out how to make the most of Excel spreadsheets and tool integrations see how you can backup or auto-popular data in the project report. It is these little time-saving hacks that will make your project reporting that much smoother in the future. A Project Report Template Use this Project Report Template as a starting point for project reporting Adapt it to the needs of your company and project, and share it with the right people to ensure that your project remains on track. track.

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