MICHIGAN STATE UNIVERSITY

01/15: Risks and Prototypes

The Capstone Experience

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Department of Computer Science and Engineering Michigan State University

Spring 2019



From Students... ...to Professionals

01/15: Announcements

- Informal Team Photos Today: Teams Michigan State University ITS Volkswagen
- 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 James or Ryan
 - Team Members are Members
 - James and Ryan are Admins
- PowerPoint Slide Deck Submission Instructions
 - Read Carefully
 - File Name Conventions
 - All Lower Case
 - Replace Blanks with Dashes
 - Examples

 - ★ "team-[team-name]-status-report.pptx" → "team-spectrum-health-team-status-report.pptx"
 - Submit to Dr. D. and your client by the deadline.
- Scheduling Client Conference Calls
- Absences
 - From Meetings
 - From "Working"
- Does anyone need equipment? See James and Ryan.
- Apologies: Teams and Names
- Issues? Problems? Questions?
 The Capstone Experience

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...

- Business Processes
- 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



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?
- Can I write this 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

Nota Bene:

- 1. Check license if including in project.
- 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 Capstone Experience

Risks and Prototypes

The

Business

Processes

Play Effectiveness Architecture



The Capstone Experience

Risks

- Learning Basketball Business Processes
- Programming in Visual Basic
 - Can this be done in VB?
 - I Can I learn VB?
- 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	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]

B Stats Alpha V1	_ ×
🖡 Detail	
Game	
Opponent Harvard University	Location Boston
Date July 4, 1776	Number 1776070401
Play	
Play	Roster
P# 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	4 00:00 00:00 Franklin, Ben
EO2 Gun	5 00:00 00:00 Hamilton, Alex
01 1-4 Screen	
02 Low Post	
SS1 SLOB	
	Next Play
SS2 Blah	
R Two Pointer	So, from
Feed to Adams. Washington always	
gets the rebound. Jefferson or	
Hamilton should take the shot.	this to
й Ларина	

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

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ail V						Rostei			
PE# 2 Time	12:34	PL# 17	MSU 37	Ор	23	Р	_	Player	S
Serie	S	S	et	Effectiv	eness	1	Unbound		- 2 1
• Early Offense		Corner (Rescreen-Post) Quick Post for Perimeter		Great			Jefferson	, Tom	
BLOB				Poor			3 Washington, George		
OF Zone Offense		Jersey - Side Ball Screen		So-So		4 Franklin, Ben			
R X		0		Outstand		5	Hamilton,	, Alex	
OF Man-to-Man		Something Els	e	Good			ands		
S 2 For 1		Blah Blah		Unreal					
Feed to Adams. should take the s		ways gets the re				Previ	kt Play ous Play ete Play	Next Pose Previous Po Delete P	ossession
			th	o, fro is to)		Exit		
ne Opponent	Harvard Unive	rsity	Loc	ation	Boston				
Date 11/17/2003			Nu	nber	17760704	01			

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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	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 Vashington, George V
Offense Result X3 Offense Grade B	Franklin, Ben
Defense	Alex
Defense Result Defense Grade	Result Rebnd # Player
Notes	
Possession Buttons	Miscellaneous Buttons
	Σ 🐴 🐴 🗿
Play Buttons	
Record: 14 4 1 of 6 + H H2 🐼 No Filter Search	

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

So, from this to...

E Season -	= x	
Game		
Opponent Harvard Date Thursday, July 04, 1776		
Location Boston, MA Time 7:00 PM		DD
Venue Ivy League Challenge TV Not Yet		BE
I Image: I		
		Still
Possessions		
	- 📩	Imp
Period 1 Possession 1 MSU 0 Time + 10 Secs + 1 Sec		
Play 1 Opponent 0 18:07 - 10 Secs - 1 Sec		
Series / Set		
Early Offense Image: Control of the second		
Special Teams 2 Jefferson, Tom		
Special Situations O2 V 3 Washington, George V		
Offense Result O2 Offense Grade		
Defense S Hamilton, Alex 💌		
Defense Result Defense Grade Result Rebnd # Player		
Notes		
Possession Buttons Miscellaneous Buttons		
Play Buttons		
	י	
Decent M. J. A. M. M. Mc M. Citter, Court	- -	
Record: H 4 1 of 1 → H H X K No Filter Search		

BB PE AV2 Still Not Much Implemented

The Capstone Experience

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!



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]												
Eile Edit View Insert Format Records Tools Window Help Type a question for help -														
Michigan State University	13 19/2	3 83%	22	5	78	2	∽ 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	✓ 6 R ✓ 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 ^{Gray, Marquise} 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?

[1 of 3]

Team Photos

- Informal
 - After Meeting Tuesday: Teams Amazon Michigan State University HPCC
 - After Meeting Today: Teams Michigan State University ITS Volkswagen
- Formal
 - After Each Project Plan Presentation
 - Dress code for presenting teams is business casual.
- Setup
 - Team Machines
 - Dell Server If Needed (Ask TAs)
 - Apple iMacs (with Windows 10 VM)
 - Team Software
 - Microsoft Office
 - Word and PowerPoint
 - Microsoft Windows Version
 - Web Server
 - Code Repository
 - o SDK's
 - o Etc.

Required.

Use Windows 10 VM.

What's ahead?

- All-Hands Meetings
- 01/08: Capstone Overview
- 01/10: Capstone Overview
 - Project Plan Toom Photos: Tooms Amozon Miel
 - Team Photos: Teams Amazon Michigan State University HPCC
- O1/15: Risks and Prototypes
 Team Photos: Teams Michigan State University ITS Volkswagen
- 01/17: Team <u>Status Report Presentations</u>
- 01/22: Schedule and Teamwork
- 01/24: Team Status Report Presentations
- 01/29: Team Project Plan Presentations
- 01/31: Team Project Plan Presentations
- 02/05: Team Project Plan Presentations
- 02/07: Team Project Plan Presentations

What's ahead?

Team Status Report Presentations

- PowerPoint Template
- Due 12:01 a.m., Thursday, January 17 (Think Wednesday night.)
- Two Days
- Email to Dr. D.
 - Subject: Team [Team Name]: Status Report Presentation Subject: Team Auto-Owners: Status Report Presentation
 - Attachment: team-[team-name]-status-report-presentation.pptx Attachment: team-urban-science-status-report-presentation.pptx
- 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 3.0 Minutes (Rehearse Timing)
 - Single or Multiple Presenters (Your Choice)

← Get on it now!



MICHIGAN STATE UNIVERSITY

Status Report Presentation

Team [Team Name] The Capstone Experience

Dr. Wayne Dyksen

Department of Computer Science and Engineering Michigan State University

Spring 2019



From Students... ...to Professionals

Status Report Instructions

- Use the Microsoft Windows version of PowerPoint.
- 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 [Team Name] with your company name as in "Team Auto-Owners" and [Project Title] by the project title posted online.
 - 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 3 minutes, which will be strictly enforced.
 Practice your presentation to ensure that you will finish within the allotted time.
- - All presentations are due via email to me and to your client by 12:01 a.m., Thursday, January 17. (Think Wednesday night.) Send your presentation to your client in a <u>separate</u> email; do <u>not</u> cc me.
 - For subject, use "Team [Team Name]: Status Report Presentation" as in "Team Urban Science: Status Report Presentation".
 - Attach the PowerPoint source file named "team-[team-name]-status-report-presentation.pptx" as in team-autoowners-status-report-presentation.pptx. Use all lower case and replace blanks by dashes in your filename.
 - Include some (professional) text in the body to avoid being sent to my 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 textbox and the brace to the left.**

[1 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

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



[2 of 4]

[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 <u>status</u> 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.

[Project Title] Risks

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

[4 of 4]