To: All Educational Toy Division Engineers  
From: Claude Shannon  
Vice President for Toy Development  
Subject: Educational toy project progress reports  
Date: March 18, 2019

Introduction
Following the successful oral presentations by our engineering teams, we have decided to have each team go forward with its prototype educational toy. To help us monitor project status, each team will submit a progress report halfway through the project. This report, which you will submit in memo format, will include all activities from project initiation to that date. It will also include future plans, and will depict your entire project plan in a Gantt chart. The purpose of this memo is to describe the details of your progress report.

Progress Report Details
The progress report (also known as the “status report” or “interim report”) is an interim summary and evaluation of the project, aimed at management (in this case, the senior management of Little Toy Blue). In essence, you are letting us know whether your project is on track. You do this by

- Providing details of the work done so far, including preliminary results if possible;
- Showing that the project is on schedule (or if not, whether and how it will get back on schedule);
- Documenting future steps that will be taken (including changes to the project scope if any are necessary).

Therefore, it will include the following content elements:

- Descriptive Abstract
- Introduction
  - Background of the problem or opportunity and a brief description of the product or device you are developing;
  - A high-level list of the tasks necessary to complete your project, and the dates during which the tasks will be worked on.
• Tasks Completed
  A list and description of the tasks that you have completed, with the dates of their completion.

• Tasks Remaining
  o A list of the partially completed tasks and those that remain, with the projected dates of their completion.
  o Gantt chart

• Assessment & Changes
  An assessment of the extent to which your product meets and doesn’t meet its goals. (At this point you may decide that your original plan isn’t achievable and you have to change the scope of the project. Discuss this and any changes and implications it may have for the project).

• Conclusion
  o Brief assessment of progress (one sentence); forecast of completion date (will you finish on time? If not, why not?); contact information for one team member.

Submit one copy of your team’s report in Canvas as a PDF by the deadline (6 p.m. on Monday, April 1; reports submitted after 11:59 p.m. will use one late day for each team member).

**Important Note**
This is a team assignment. Thus, you must work together, dividing up the work fairly, and each person on your team will receive the same grade on this report. Each person should sign the College of Engineering's Honor Pledge on the last page of the assignment. This step is essential because unsigned work cannot receive a grade. The Honor Pledge is: "I have neither given nor received unauthorized aid on this assignment, nor have I concealed any violations of the Honor Code." For the purposes of a team report, substitute "we" for "I."

You should also include a table that includes each individual’s name, lists the work he/she contributed to the assignment, and indicates the percentage of the total work this amounted to. Note that if anyone does not do his or her share of the work, it’s a violation of the Honor Code to receive credit for the assignment—and it’s a violation to allow that person to receive credit. If everyone puts in an honest effort, everyone wins.

Feel free to contact Dr. McCaffery or Mr. Montgomery with questions.