

COMM-3069/MGMT-3074

Final Report Assignment

Please note: The formal report for COMM-3069 is the **same report** submitted to MGMT-3074; it will be presented online as **its own section** of the Google Site for your applied project. The final report will be completed as a **group assignment**, with **some individual components** (refer to content guidelines below).

COMM-3069	MGMT-3074
Final Report Assignment: 25% of final grade	Final Report Assignment: 40% of final grade

Submission Guidelines

Due Date 1: Friday, April 8th– Final draft of formal report due for COMM-3069 (25% of final grade)

- The majority of the project work should be completed by this point in the semester, so the final draft of the report should contain all components, content, and formatting required for the report. **This is not an outline or an initial draft.**
- Your final report will be presented as a section of your team's Google Site. **Do not make any changes** to this site after **due date 1**, until you receive feedback from your communications instructor.
- In addition to the site itself, you are required to **copy and paste** the text from the site **into a Word document** (don't worry about graphics or formatting). Submit this document to the Final Report **dropbox** for COMM-3069 on FOL by **the due date 1** (for turnitin.com purposes).
- Your communications advisor will evaluate the report and provide feedback. Use the feedback provided to revise the report for submission in MGMT-3074.

Due Date 2: Saturday, April 15 – Final report due for MGMT-3074

- Use the feedback provided by your communications instructor to make revisions to the report section of your team's Google Site. **Do not make any changes** to the site after **the due date 2**.
- **Include:**
 - Proof of all items that have been built, assembled, purchased, the current status of the project (even if it doesn't work or is finished). Remember: "If you don't show it, it doesn't exist!"

- **Ensure to include descriptions/findings/highlights of the 4 assignments (respective rows of your program in columns L-O of the [Student Teams 21W](#) spreadsheet)**
- In addition to the site itself, you are required to **copy and paste** the text from the site **into a Word document** (don't worry about graphics or formatting). Submit this document to the Final Report **dropbox** for MGMT-3074 on FOL by **due date 2** (For marking purposes).

Content Guidelines

The final report will be given its own section of your already existing Google Site for Project Management. In addition to an introductory “landing” page, the report will contain pages for each of the following sections: Project Methodology, Project Management (Schedule & Costs), Recommendations & Lessons Learned, Conclusion, and Documents & References.

*****Important:** While this is a group report, the **Project Methodology** and **Recommendations & Lessons Learned** pages contain individual components (see below).

Introduction. The “Final Report” page, under which the rest of the pages are organized, will serve as the introduction to the report itself. The first section of this page should (i) identify the project and team members, (ii) identify the purpose of the report and provide a blueprint statement, and (iii) provide a two- or three-paragraph abstract summarizing key points from each major section of the report.

In addition, this introductory page should contain a **subsection** for the **Project Description**. This subsection will

- identify the technical purpose of the project and the nature of the technical problem it addresses (according to the scope statement and proposal documents).
- describe the overall design and function of the final product **in detail**. Include measurements, schematics, etc.

Project Methodology. The methodology section of the report will review in detail the entire process that the team followed in completing the project.

- Identify the project phases and technical milestones for each phase.
- Describe **in detail** how the team accomplished each phase/milestone (tools/resources used)
- Provide rationale for any decisions made over the course of the project.
- **Individual Content:** At the end of the Process section, **each individual** on the team should provide one or two paragraphs explaining his/her individual contributions to the

project. Clearly indicate which team member has written which paragraph(s).

Project Management. The PM section of the final report should discuss the project schedule and costs with respect to the original plans submitted with the scope statement and proposal assignments.

Schedule. Discuss the project schedule with respect to the original timeline.

- Compare the original project timeline/Gantt chart to the actual schedule/final Gantt chart. Provide specific dates for each project phase and discuss variances.
- Provide the final SPI value for the project and discuss this value.

Costs. Discuss the final costs of the project with respect to the original budget.

- Compare the original project budget with the final costs of the project, for both materials and labour. Provide specific dollar amounts and discuss variances.
- Provide the final CPI value for the project and discuss this value.
- Discuss the final EVA values of the project.

Recommendations & Lessons Learned. The Lessons Learned section will cover technical, scheduling, and cost lessons.

- **Individual Content:** Each team member is responsible for identifying and discussing **two** technical lessons learned from work on this project. Clearly indicate which team member has written which paragraphs.
- As a team, identify and discuss **two** lessons learned relating to the project timeline/schedule and **two** lessons relating to project budget/costs.

Conclusion. The conclusion to the final report should

- provide an overall assessment of the project's success
- provide the justification for that assessment
- review the final status of the project
- invite questions and provide contact information

Documents and References. Any project documents (Scope Statement, original Gantt chart, etc.) referenced in the body of the report should be listed on this page, numbered sequentially. Provide a link to each document. In addition, any external sources referenced in the body of the report (including the sources of any graphics used in the report) should be identified here.

Each of the sections listed under the Content Guidelines above should have its own page within the final report section of the site.

Headings & Paragraphs. The report must be effectively organized into paragraphs. Identify clearly using headers the subject being discussed in the following paragraph(s). Headings and subheadings must be distinct from one another and from the body text, and the hierarchy must be clear. Use a numbering system for the headings. Any heading or subheading must be followed by body text – do not use headings to introduce subheadings.

Lists. All bulleted and numbered lists must be introduced with lead-in text. Use the proper type of list (only use numbered lists for items in a required order).

Figures & Tables. There should be at least one graphic per page (not including the Introduction/Landing page, Conclusion, or Documents & References). Graphics must be pertinent to the subject under discussion and must be well integrated into the body of the report: identify, describe, and interpret each visual. Each graphic must be labeled with a number and a descriptive caption. Indicate source information for any graphic taken from external sources (*i.e.*, not created or produced by a member of your team).

Documents & References. Any project documents (Scope Statement, Gantt charts, spec sheets, *etc.*) must be listed on the Documents & References page with a link to the appropriate document. The documents on this page should be numbered in the order in which they appear in the report. When referring to a document in the body text, identify using a superscript numeral corresponding to the number under which it is listed on the Documents & References page.

In addition to this, any external sources used in compiling the report (text or graphics) must be acknowledged on the Documents & References page. This page should identify the author and title of the source, as well as provide information about who published it, and where and when it was published. Include a link, if applicable.