

IDEASS
Winter Mid-Term Report Guide
Due Monday Feb. 7, on eCommons

The mid-term report is an opportunity for you to document your progress and reflect on the process, and for us to give you feedback. Below is more direction on what to include and how to structure this report. Remember that each person needs to turn in their own report, even if you are working in a group. Your report should be at least 3 single-spaced pages long, but it may be considerably longer. This is a great opportunity to start writing up your project – the more you do now the easier future reports will be.

Here is a suggested outline for your report. You are not required to use this outline; however, if you don't use it, you should replace it with a well-organized structure that you create.

1. Project Summary (Updated and sharpened from your Fall project plan)
2. Progress To Date (Description of work completed, include information from your Weekly Log)
3. Task Plan (Tasks and milestones until the end of the school year. You can use the format presented in class or another format, but it should include a timeline or schedule that indicates priorities for different tasks).
4. Outstanding (or unresolved) issues/questions
5. Project Information (this may include any of the items below)
 - Budget
 - Design drawings
 - Flow charts
 - Key contacts/stakeholders
 - Survey material
 - Outreach material
 - Information about project tradeoffs developed after the Week 4 activity
 - Metrics and plan for assessing quantitative impacts of project (not required now, but it will be for your Winter Final Report)
 - Plan for collecting baseline data or your baseline data if already available (not required now, but it will be for your Winter Final Report)
 - Any other information you have developed in support of your project)

