

Interim Project Planning Report

Team Assignment

Purpose: Help you organize and communicate your thinking about the project, it's major elements and next steps. Further your familiarity with relevant previous research. Provide your advisor(s) and others (e.g., librarians) a basis for giving you thoughtful project assistance.

Find and Read

- **Each Team Member:** At least 1 relevant previous IQP;
- **Each Team Member:** At least 1 academic journal article or professional-level report or book (e.g., by government agency, research institution, etc.) **found by you** that you can show clearly relates to your project (i.e., because it is a meaty article that you read it carefully);
- **Each Team:** Review carefully the project-specific documents and follow up on at least some of the web-based references passed on to you by faculty.

Write an Interim Project Planning Report

As a team, address all of the following items in your interim report. Identify the author(s) and reviewer(s) of each section (plan time to respond to reviewer's comments).

Introduction (2-3 paragraphs)

- A short, clear introduction to your report indicating its purpose, its major elements, and its major conclusion(s).

Possible Project Objectives

- Introduction: briefly characterize where you are at in terms of envisioning project objectives and introduce the section.
- Identify 4 or more possible major objectives of your project. The objectives should be pretty general, yet linked to your sponsor (e.g., 1. Identify for the Worcester Public Schools those schools in town that have serious structural problems; 2. Develop a system for prioritizing the order in which school repairs should be made; 3. Develop an information management system for tracking repairs and related expenses);
- For each possible objective, describe *why* it may be an important objective to accomplish for your sponsor and others;
- For each possible objective, **list** certain tasks that would need to be accomplished (or questions that would have to be answered) **to realize the objective**, and to determine **whether or not to pursue the objective**. Try to be somewhat specific in your consideration and to avoid asking each time "does the sponsor want this?".

Potential Background Information

- Introduction to the section: basically, the main topics discussed and any general thoughts you have about them;
- Identify 4-5 broad topics you think may be important for you to research for the project (e.g., 1. Techniques for assessing the structural deficiencies of buildings; 2. Existing systems for managing and prioritizing building repairs);
- For each topic, describe it and discuss why it may be relevant to your project;
- For each topic, identify those sources you have read that bear on the topic and discuss briefly how specifically you might use each source to understand the topic (e.g., Smith (2004) Assessing

Buildings for Repair: good review of building repair software, ...). This may be done in bulleted, note form;

- For each topic, **list** some specific “next steps” to take should the topic be one your team needs to pursue (e.g., review bibliography in Smith 2004 and get at least Rivers (2003), identify relevant professional organizations and check their web sites, etc.).

Other Issues

Optional: any other thoughts, questions, issues you want to raise.

Bibliography

- Cite your sources fully. You may also include a list of sources you looked at, but found to be not useful.