

There was this thing called a
project . . .

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Interim document

What is the Interim Document about?

Initial document:

- Project aims
- Project plan (including milestones etc.)

About half the time is gone by now . . .

Time for

- a stock take:
 - What are the results so far?
 - How did it go w.r.t. the milestones?
- **revised** project aims and **revised** project plan

~> Interim Document

What you should communicate – Part I

You have achieved
quite a lot
so far.

What you should communicate – Part II

The project is on a
clear trajectory
towards
successful completion.

The original

- project aims
- project plan

are nothing set in stone!

Interim document is a place for revision (if needed).

Typical document structure

1. Title page
2. Table of contents
3. Introduction
4. 2 - 3 sections on achievements (in total: ~ 6 pages)
5. 2 - 3 sections on management (in total: ~ 4 pages)
6. Summary
7. References

Feel free to adapt this scheme to your needs!

Introduction

- Briefly state the original project aim
- Give an overview of what has been achieved
- State if the project needs a (major) revision
- State new project aims (if necessary)
- Spell out the table of contents

Sections on achievements so far

Project dependent! Ideas include:

- Documentation & reflection of implementation
 - Explanation of algorithms
 - Explanation & illustration of the chosen system architecture
 - Program listing demonstrating interesting implementation decisions
 - Screen shot of running program
- Informed essay on background material
- Comprehensive description of tool or library
- Documentation of a user study
- A complex mathematical proof

Project management

1. Stock take: Plan versus Reality with regards to
 - Project plan (Milestones)
 - Risk analysis
2. Lessons learnt
3. Revised
 - Project aims (if needed)
 - Project plan
 - Risk analysis

Summary

Briefly summarise the main points of the document:

- Achievements
- Revisions needed
- New plan