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
You have achieved quite a lot so far.
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: \(\sim 6\) pages)
5. 2 - 3 sections on management (in total: \(\sim 4\) 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

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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