ELECOMP CAPSTONE DESIGN PROGRAM SPRING 2025 SEMESTER

Homework #14

Anticipated Best Outcome (ABO) Progress Tracker; use this short form: Bestrack

Remaining Technical Accomplishments and Project Execution Roadmap

In order to achieve the ABO of your project, a clear roadmap is of ***absolute necessity.*** After the Fall Symposium, each team will have a very clear understanding of their project and the remaining Technical Accomplishments. To reach the ABO, each team should have a plan of execution or "roadmap" as to how the work will be completed: ***ABO Progress Tracker.*** Such a tracker keeps the team aligned with their goals and provides important insight to areas which require focus as time progresses. ***All additional technical details required must be written at the end of each Bestrack, when submitting the WPRs and the TPSs. Use the Example as the template for submission.***

Each team must create a detailed itemized list of the Technical Accomplishments that remain to be done on their project. This may be generated from discussions between team members or translated from the team's Project Management System. The items in this list should be ***definitive units of Technical tasks*** and correspond to Major Milestones of the project. Each Milestone can further be broken down to specific technical tasks, and the ***capstone designer/s responsible for it. See example-template, on the website; use the dates for the weeks, on the 2ⁿᵈ page of this example-template.***

From this list of remaining Technical Accomplishments, each team shall create a Project Execution Roadmap or TIMELINE, starting from the beginning of the semester, 01/21/25, and ending on the official deadline for the project, Friday April 11ᵗʰ, 2025. (Wednesday 04-30-25 is the last day of classes)

Upon completion of a task, change the font of the item to bold, followed by the words "DONE" and the date of completion.

The first draft of this homework, to be labeled ***Bestrack#1,*** will be submitted on Sunday, January 19ᵗʰ, to Mubariz Saeed in the Google Doc. It will be sent out as a ***Special Tuesday Email,*** STE, on Tuesday January 21st, to your Technical Directors, as the first day of classes is on the 22ⁿᵈ. This should include both the itemized list of remaining Technical Accomplishments and the team's Project Execution Roadmap, or Timeline. This ***Bestrack#1*** must be submitted via email to all recipients of the team's Weekly Progress Report; format is provided on the website.

All teams must discuss **_Bestrack#1,_** with their Technical Directors at the 1ˢᵗ Capstone Design Meeting on Friday, January 24ᵗʰ, or other times arranged with the TDs. The updated document should continue to be saved as **_Bestrack#1._**

WPR#9 is scheduled to be sent on Sunday January 26ᵗʰ, between 8.00pm and 9.00pm. The updated **_Bestrack#1_** will be sent as the only attachment. At the end of this doc, include appropriate **details of technical accomplishments** completed over the weekend; more details on the Format of the WPR are on the website.

The 2ⁿᵈ Capstone Design Meeting will be on Tuesday, January 28ᵗʰ. This **_Bestrack#1_** document will be updated at 8.30pm, with technical accomplishments made during today's session, and saved as **_Bestrack#2._** Sent this doc as the only attachment in the TPS#11, with further technical details towards the end, as necessary. More details on the Format of the TPS are on the website.

The instructions in the above paragraph will be followed on all subsequent Tuesdays. **_For example_**, **_Bestrack#2_** will be updated with all Technical Accomplishments until Tuesday, February 4ᵗʰ. This document will be updated at 8.30pm, with technical accomplishments made during the session, and saved as **_Bestrack#3_**.

IMPORTANT: Any modifications made to the either the Remaining Technical Accomplishments or Project Execution Timeline must be proposed in writing, and then approved by your Technical Director and must include justification as to the reason for the modification. Following approval, an updated version of the last **_Bestrack_** document must be submitted.