			preliminary tbr			
SYST 798 Fall 2003 class and deliverable [*1] SCHEDULE preliminary tbr						
Monday[*1] 1920-2200J Room ST-112				**to be revised in class**		
Notes: [1] Monday 13 October is Columbus day recess						
Monday classes are rescheduled for Tuesday 14 Oct 03						
This class is cancelled on Tuesday 14 Oct 03 (see below)						
week nr.	class nr.	week of	**Monday**		**Monday Deliverables Due**	
1	1	25-Aug-03	kickoff, admin, schedule, intro, teams, project requirements, samples, format and fonts, misc related items, general discussion, Q&A, related topics, library, writing center, grading, working session: process, DID,, ad-hoc as appropriate		Come with topic suggestions, generic outline, and outline of steps required to write the TR. Be prepared to discuss	1
2	-	1-Sep-03	**NO CLASS** - LABOR DAY - PREPARE FOR NEXT WEEK			2
3	2	8-Sep-03	ID target for report (eg conference, journal, etc.) . Identify topic and approach. Turn in Tailored process and DID. Review approach, focus, resources, schedules. Be prepared to discuss and finalise after consulting with instructor.		Each team to provide focused topic, more detailed outline, plan and schedule for doing the TR. Individual status reports. [*1]	3
4	3	15-Sep-03	Turn in preliminary draft (with TBDs). Status presentation from each group (as if to corporate director). General class discussion. Meet with groups. Optional meetings with individuals.		Each team provide start of draft with placeholders. Each team to present their plan and topic briefly. Each individual to turn in their resource log. [*1]	4
5	4	22-Sep-03	Turn in status reports with supporting evidence. General discussion. Meet with groups. Optional meetings with individuals.		Individual status logs.	5
6	5	29-Sep-03	Turn in working draft of report. Turn in outline for presentation. Turn in status reports with supporting evidence. General discussion. Meet with groups. Optional meetings with individuals.		Revised Draft of report. Outline of presentation. Individual status reports.	6
7	6	6-Oct-03	Turn in status reports with supporting evidence. General discussion. Meet with groups. Optional meetings with individuals.		Individual status reports.	7
8	7	13-Oct-03	**NO CLASS TODAY - Columbus day recess**			8
8	-	Tuesday	14-Oct-03 **NO CLASS TODAY - GROUPS WORK ON THEIR OWN**			8
9	8	20-Oct-03	Interim status presentations. Turn in MS Project typeGantt view showing progress and all process steps. (= Mid Term exam)		Individual status reports.Teams make status presentations. Teams turn in copy of current draft TR. Teams turn in Gantt chart with all task steps and with progress shown = mid term. Exam	9
10	9	27-Oct-03		Updated team status with factoids. Group discussion. Meet with teams. Optional meeting with individuals.	Individual status reports.Teams present updated status with factoids.	10
11	10	3-Nov-03	Rough Draft Report. Presentation Outline. Discussions.		Individual status report.Teams turn in rough draft report. Teams turn in outline for final presentation.	11
12	11	10-Nov-03	Discuss as appropriate.		Individual status reports.	12
13	12	17-Nov-03	Draft Report. Draft Presentation.		Teams turn in draft repoert and draft presentation. Individual status reports.	13
14	13	24-Nov-03	Final Draft Report. Final Presentation. Status presentations. Discussion.		Teams turn in final draft of report. Teams turn in final ppt presentation. Teams make status presentations. Individual status reports.	14
15	14	1-Dec-03	Revised Final Report. Dry Run Final Presentation.		Teams turn in final version of report. Teams turn in final ppt presentation. Teams make status presentations. Individual status reports.	15
16	15	8-Dec-03	**NO CLASS - READING DAY**		No deliverables. Teams rehearse and prepare on their own as desired.	16
17	16	15-Dec-03	**FINAL PRESENTATIONS.** Take Home final exam due = (Final MSP with actuals. Metrics. Lessons learned - updated process and generalised DID).		Turn in final project plan with updated procsss steps, actual metrics; lessons leaned, and generalised DID = "final exam". Final presentations given by team - graded by all attendees.	17