

# Intermediate Progress Report Criteria

March 7, 2005

This is a bit of an over-specification of the criteria for a progress report; I am overcorrecting for my underspecified proposal milestone.

- Due March 18 before I wake up on the 19th; you may consume your single weekend-late and turn it in March 21.
- 6 pages minimum, bibliography and figures contribute.
- 8 pages maximum, “appendix” may follow.
- `\documentclass[10pt,twocolumn]{article}` (two column, ten point)
- `\usepackage{fullpage,times}` (1 inch margins, times roman font)
- $\geq 1$  page introduction, suggested contents:
  - broad context paragraph
  - narrow context paragraph
  - problem statement paragraph
  - prior solutions, prior work overview paragraph
  - goals, contribution paragraph
  - outline of the rest of the report paragraph
- $\approx 1$  page related work / context / background
  - cite  $\geq$  four academic papers
  - cite  $\geq$  eight publications total (may include RFC’s, books other than networking textbooks)
  - each related topic of research should be described (defined)
  - each related topic of research should be praised, because you may be building upon prior work.

- the relationship of related topics should be stated (how it is related, relevant, or incomplete in a way you solve)
- The remaining four pages are up to you, to be populated with any or all of:
  - Expected conclusion ( $\leq$  one column). Typically, this is a past-tense version of the introduction.
  - Design: the design of your artifact at a high level (the interesting parts),
  - Architecture: the view of a system as an assembly of components
  - Implementation: details of the design that may solve smaller problems,
  - Experimental Method: an overview of the experiment to be run.
  - Skeleton evaluation section: what graphs you intend to generate and what you expect they will look like. If you have a graph (or a sketch of an expected graph), the graph should be no larger than 3.3" square (conference size), and the total space of all graphs should be no larger than a page.
  - Motivation ( $\leq$  one page): why this work is relevant, an extended description of why the result will be important, often defining the problem more precisely.
- Figures
  - Good figures may be included, don't overdo it.
- Must teach me something.
- Verbosity will not be tolerated.
  - I can write six pages of text by repeating myself, by using long words, and by using verbose phrases.
- Do NOT include:
  - material from the proposal, for example, who would do what pieces of the project
  - a first-person account (“we explored sprockets and cogs before deciding to study widgets”); although the story can be interesting, it is rarely important. The point of the progress report is to tell me that you are making progress, not that you've done work.