

ITM 295R /CIT 295 Practicum Project Plan and Progress

Before the Semester

1. Study the “ITM 295R/CIT 295 Project Proposal and Course Work Requirements” document
2. Find a service project
3. Meet with your project sponsor and conduct the requirements analysis study such that you can complete Item 5 below
4. Fill out every item in **blue**
5. Create a weekly plan by filling out the “**This week’s goal**” field for **all 13 weeks**
6. Fill out **Tasks** for Week 1 (should not be the “initial meeting” as you already had one)
7. Email this document to the instructor for approval

At the End of Each Week during the Semester

8. Fill out every item in **green** for that week (“Week *n* Journal”)
9. Fill out **Tasks** for the coming week (“Week *n+1* Plan”)
10. Insert photos / screen captures as appropriate in Section 7. “Photos, Screen Captures, etc.”

At the end of the Semester

11. Fill out Section 6. “Project Evaluation”

1. About You

Name	Austin Bowler
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2. About Your Project Sponsor, Client or Supervisor (you must have one)

Organization	Aspen Grove Family Camp and Conference Center
What they do	Provide family and team strengthening programming/conferencing.
Name	Annalaura Solomon
Contact Info	
How you know the sponsor	I grew up experiencing their lifechanging programming and want to contribute to other people’s experiences. Also, as full disclosure, I work for this organization and will be tracking my volunteer hours separately. I will keep an extremely detailed log to prove my service was rendered completely independently and outside of working hours. I will not be paid at all for this project.
The initial meeting date	July 1, 2022 (for initial meeting). August 3, 2022 (for detailed discussion).

3. Your Service Project

Type ¹	Systems Analysis and Design
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¹ Type may be WDD, software development, automation, DB, networking, security, system administration, systems analysis and design, project management, testing, teaching, LAB development, technical support, consulting, or others (name your own) that best describe what you will do.

Describe what you will do in details, including the overview, scope, features, components, deliverables, etc.	I will be designing and implementing the hardware, software, and network structure for digital signage around Aspen Grove campus. This signage will consist of five flatscreen displays which operate on limited capacity operating systems, connected to each other via a network. All of the signs will be controlled by a single computer in the main office. Each sign must have the ability to be individually customized, but also to sync with each other. There will be two exterior signs which must be all-weather resistant. Each sign will display a combination of individualized informational and pictorial messages meant to guide guests around the campus and inform them of daily and weekly activities, mealtimes, and more. The deadline for my project is by the end of the semester; by doing this project for Aspen Grove, I am filling a need they would otherwise not be able to have for years to come. The budget is also semi-loose, at 3-5 thousand dollars. I am urged to stay as close to three thousand as possible.
Resource needed / used	Related hardware, software platforms with the ability to have limited capacity (Linux, certain Windows versions, etc.), Common programming languages used in developing a network application for managing the signage, cooperation from various departments including HR and Marketing for content.
How you found this opportunity	Simply by asking what was needed.
How it will benefit others	This will make the guests at Aspen Grove more efficiently take advantage of the unique experiences and opportunities that are offered. It will also help spread valuable information to guests as needed.

4. Weekly Schedule (when you plan to do your project):

Where	Aspen Grove campus
When (day & time of the week)	MTWRF 5:00pm – 6:00pm (longer, if necessary, on coordinating days)

5. Weekly Plan and Journal

Week 1 Plan	This week's goal - Plan for hardware specifications Tasks
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Week 1 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 2 Plan	This week's goal • Plan for software specifications Tasks • • •
Week 2 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 3 Plan	This week's goal • Coordinate hardware specifications and software capabilities Tasks • • •
Week 3 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •

Week 4 Plan	This week's goal - Plan for network specifications Tasks
Week 4 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 5 Plan	This week's goal - Obtain network and computer hardware and begin setting up the environment Tasks
Week 5 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): Reflection (your thoughts and feelings):
Week 6 Plan	This week's goal - Troubleshoot and perfect the network environment Tasks

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Week 6 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 7 Plan	This week's goal • Obtain all other hardware and create a live environment Tasks • • •
Week 7 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 8 Plan	This week's goal • Develop a software for sign displays and the management thereof Tasks • • •
Week 8 Journal	Hours Worked This Week: Total Running Hours: What you did this week (your accomplishments): •

	Reflection (your thoughts and feelings): •
Week 9 Plan	This week's goal • Continue developing the program begun in week 8 Tasks • • •
Week 9 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 10 Plan	This week's goal • Continue developing the program begun in week 8 Tasks • • •
Week 10 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 11 Plan	This week's goal • Troubleshoot the program begun in week 8 Tasks •

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Week 11 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 12 Plan	This week's goal • Perfect the program begun in week 8 Tasks • • •
Week 12 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): • Reflection (your thoughts and feelings): •
Week 13 Plan	This week's goal • Install digital signage in a working environment, and fix any technical problems as they arise. Tasks • • •
Week 13 Journal	Hours Worked This Week: _____ Total Running Hours: _____ What you did this week (your accomplishments): •

	Reflection (your thoughts and feelings): •
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6. Project Evaluation

Links to your project (web, video, photos, presentation, etc.)	
How was your presentation experience?	
What did you learn?	
What was most exciting?	
What was most difficult?	
Advice to future students	

7. Photos, Screen Captures, etc. with Caption: