

## Formality

- Put Course ID, Your Name, and Report Title on the title page
- Put Numbers to Pages, Figures, Tables, Headlines, References
- Provide a TOC (Table of Contents)
- Put Captions to Figures and Tables
- Reference Figures and Tables from the text
- Explain Figures and Tables
- Provide a Legend for the symbols used in Figures (e.g., arcs, boxes)
- Introduce abbreviations when used the first time
- Reference the literature listed in the List of References
  
- If you are not proficient enough in English, please find someone who helps you check the language

## Content /1

- State problems clearly (e.g., present a list of the problems you are going to address)
- The improvement plan must relate to the problems stated in the beginning
- Be precise!
  - Mistake 1: You describe SPI steps without describing what shall be changed
  - Mistake 2: You describe the intended changes in the development process (or you describe the target development process) without integrating it into the SPI steps
- Both is needed!

## Content /2

The following detail is needed (as a minimum):

- Description of the current way of doing things (i.e., the current process(es) – ideally present a figure or table that contains the main activities, associated roles, products, method/tools etc.)
- Description of the future way of doing things (or indicate which of the existing activities are changed and how they are changed)
- Highlight the difference between old and new
- If measurement is needed, define the entities and attributes that are to be measured; also define the measures (incl. measurement units)
- Explain for what purpose and how data will be analysed

## Content /3

- For the SPI steps, provide a table that describes the step as follows:
  - Name of step (→ what is it about)
  - How is the step performed
  - By whom is the step performed (who is responsible, who is involved, etc.)
  - When is the step performed (state begin and end time)
  - You might want to provide a gantt chart to make things easier to grasp (esp. if there are overlaps of steps/tasks)
- For the SPI plan, follow any of the following structures:
  - Plan-Do-Check-Act
  - QIP (6 steps)
  - PROFES (10 steps)
    - Or adaptations of PROFES