**CADSWES Accomplishments Report Output**

**Edit: 9-30-2014 (change in due date)**

**Accomplishments Reports are due the first business day of each month.**

Submitted in Word document, written as accomplishments (not how you spent your time)

You can include the paths to documents in public directories on Alamosa (i.e. under R:\doc\). Do not refer to previous reports. If you share a task with someone, please collaborate on the accomplishment report.

**I New/Enhanced Software**

1. Sponsored Tasks name (see Current List of Sponsored Project file on web pages)

Include description of design, development, testing ,documentation, meetings, travel, etc.

1. Unfunded software development and documentation

**II RiverWare Software Maintenance (see outline below)**

Releases , Patches and Snapshots

Software Updates, Bug fixes (not associated with new development)

Development tool improvements; issue tracking software; modelcomp

Enhancements or changes to regression tests (not part of development tasks)

Download, Install and Release Processes (describe specific accomplishments)

Updates to license software/procedures

Updates to download/install/configure user documentation

Modification to Web pages for downloads and installs

**III User Support**

1. Sponsored User Support (see list with sponsored projects) provide brief description

(This includes licensing support by Jessica)

1. Sponsors’ Meeting
2. Help desk User support– can simply list who we helped unless it is a very big effort, then describe

**IV Tech Transfer –** Training classes given; User Group Meeting; Training Classes under development

**V Research Projects**  (Report on ongoing projects - see official list for headings )

**VI Papers –** papers for publication (journals or conf. proceedings): worked on, submitted, published

**VII Proposals Submitted and New Awards**

**VIII Professional Activities**

**C**onferences or training classes attended

Seminars or lectures given

Other professional activities (committees, panels, etc..)

**IX Outreach -** Visitors, Webinars, etc. not part of funded work

**X RiverWare Commercial Activities**

New Licenses

Marketing activities

CC and Paypal activities

**XI CADSWES NEWS**

Website, contact db, new tools for communication, flyer, logo, etc.

New hardware, software or systems news

Space, furniture, other property

Staff News

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