

## The Process of Design (Design Methods)

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EE 4900 – Design Methods  
Week 2 - September 9, 2008

**MichiganTech**

## EE 4900 Seating – L100

(Front of Room)

Row 1	Speakers/Visitors	
Row 2	Team 2	Team 1
Row 3	Team 4	Team 3
Row 4	Team 6	Team 5
Row 5	Team 8	Team 7
Row 6	Team 10	Team 9

## Labs, Computing

- John Miller, Lab Supervisor
  - Orientation, Basic Safety
  - Lab Safety as per OSHA
  - Purchasing
  - Lab Access, security, rules
  - Use of Equipment
  - Circuit boards
- Michelle Borkowski, Computer Support
  - Quick overview of computer resources
  - Software, other special support requests

## Grading

- EE4900 – 1 credit hr
  - Letter grade assigned end of Fall Semester
  - Main criteria
    - Attendance, punctuality, participation, exercises.
    - Application of EE4900 methods to your project
    - Weekly activities – advisor confirms completion
- EE 4901/4910 – 5 credit hrs
  - EE4901 – P or Q assigned at end of Fall Semester
    - P = Progress, all on track
    - Q = Insufficient Progress, must improve
  - EE4901/4910 – Letter grade at end of spring sem
  - Grading Criteria – refer to last week's handout
    - Performance evals done periodically and at end
    - Rule: No individual can earn a grade higher than the overall team/project grade.

## Basic Project Management

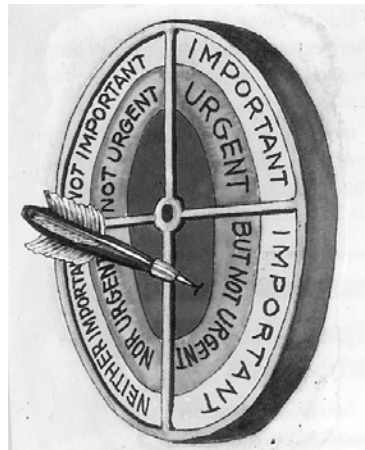
- Create majordomo e-mail list for team
  - Name of list: ecesd\_xx-L@mtu.edu where xx = team number.
  - Include faculty advisor
  - This will be project archive – communicate professionally !
- Phone call w/sponsor
- Report names of project manager and assistant manager to Dr. Mork and Dr. Wiitanen by Thurs
- Weekly status updates to sponsor, cc advisor
- Monthly updates of hours, budget, schedule.

## A Meeting: An event where the minutes are kept and the hours are lost...

- Question: How much does it cost your budget to hold a one-hour meeting?
  - Avg hourly salary x 2 x no. of people.
- A simple efficient meeting (follow same cycle each time)
  - Review/verify completed work
  - Ongoing tasks, deal with difficulties, estimate completion date.
  - Upcoming work, volunteer/delegate, negotiate deliverable and completion date.
  - End meeting with: Recap urgent to-do items, anticipate important resources and lead times!

## Time Management

- Which mode of operation is best?
- Most of us spend way too much time on important-urgent category, i.e. in CRISIS MODE.
- Better – start early, spend most time on “Important but not yet Urgent.”



From "Seven Habits of Highly Effective People"