

Main objectives - Break down project work into parallel tasks, begin to develop critical path schedule. Draft the report section for project description, technical spec, and deliverables using final report format. Draft budget and budget request memo.

Recommended activities for this week are:

- Basic Project management issues
  - End of month updates on budget, hours, schedule.
  - Finalize record-keeping and archiving requirements.
  - Weekly status report e-mailed to sponsor.
- EE4901 meeting with your faculty advisor at noon Thursday
  - Create document file for your Project Report outline, include table of contents and main section headings. Draft the sections that define your project, specs, deliverables. Run this past your sponsor for approval.
  - Project scheduling.
    - Using Microsoft Project, create initial rough draft version of your overall project schedule, from Sep 2, 2008 through end of April 2009.
  - Project Budget. Draft the overall budget request/justification as a one-page cover memo. Equipment, materials, and travel are often biggest items. Attach budget spreadsheet.
  - MTU IP agreement - If not already done, fill in your info and sign; advisor will collect them on Thursday. Let us know if you have any questions!

Coming up: Next week (week 5) you'll begin developing 3 alternate design approaches and write a draft description of these in your Project Report. In week 6 you'll learn how to evaluate alternative designs and choose the "best" one by use of the Pugh method.