

Things completed by now:

- End-of-month project status - hours, budget, schedule. Submit to sponsor and advisor.
- Approval from sponsor of project description, basic spec, deliverables. Report section on project definition and specs now drafted.
- Break down project work into parallel tasks, develop a basic critical path schedule using Microsoft Project.
- Create project report document file, draft table of contents, project description, technical spec, and deliverables. Use final report format.
- Draft budget and budget request memo. Submit to advisor.
- Finalize record-keeping and archiving requirements.

Recommended activities for this week are:

- Basic Project management issues
 - Weekly status report e-mailed to sponsor.
 - Finalize budget and budget request, approval by advisor, copy to Dr. Wiitanen.
- EE4901 meeting with your faculty advisor at noon Thursday, conference call with sponsor, design meetings, etc:
 - Develop at least 3 basic approaches for design, i.e. the "three alternative designs." Involve your sponsor too, get their ideas as well.
 - In conjunction with the Sep 30th EE4900 workshop on selecting best design approach (using the "Pugh Method), identify as many comparable measures as possible:
 - cost,
 - complexity, technological level needed for design, manufacturing, maintenance
 - time to design, time to build/manufacture
 - Refer to Design Criteria handout, categorize each design according to these.

Coming up: In week 6 you'll use the Pugh method to evaluate your alternative designs and choose the "best" one.