

Things that should be completed by now:

- Approval from sponsor of project description, basic spec, deliverables.
- Break down project work into parallel tasks, working on developing 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.
- Budget and budget request memo submitted to advisor for approval.
- If you have not already, deliver end-of-month (September) project management info to faculty advisor and sponsor [3 things: hours work (both individual and team), budget, project scheduling info]. Give your assessment of if project is on track.
- Finalize record-keeping and archiving requirements.

Recommended activities for this week are:

- Basic Project management issues
 - Weekly status report e-mailed to sponsor.
 - Project phone and meeting minutes - confirm that they are being kept and archived.
 - Fwd budget and budget request, after advisor approves, to Dr. Wiitanen.
 - Begin developing critical path schedule, get feedback from advisor. Fwd copy to sponsor when draft is completed.
 - Take a look at Intra-Team Eval forms (Note: these forms are posted on web page, under "Often-Used Forms.") You will fill one out for yourself and each team member, and submit in confidence to your faculty advisor by Friday Oct 17th.
- EE4901 meeting with your faculty advisor at noon Thursday, prep for conference call with sponsor, design meetings, etc:
 - Develop at least 3 concept design approaches, i.e. the "three alternative designs." Continue to involve your sponsor, get their feedback along the way.
 - Using what you learned in Sep 30th EE4900 workshop, select "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 posted notes and spreadsheet on Pugh Method and posted notes on Design Criteria, categorize each design according to these.
 - Draft your concept designs in appropriate report section. Oct 23rd is hard deadline for delivering your completed draft of concept designs and recommendation.

Coming up: In week 7 we'll take a close look at Critical Path Scheduling using Microsoft Project, design standards, and writing technical specifications. Print out the posted information and bring to EE4900!