Things completed by now:
• Approval from sponsor of project description, basic spec, deliverables.
• 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.
• Budget and budget request memo submitted to advisor for approval.
• Finalize record-keeping and archiving requirements.
• MTU IP agreements signed, collected by advisor.

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.
  • Update critical path schedule based on feedback from advisor. Fwd copy to sponsor.
• EE4901 meeting with your faculty advisor at noon Thursday, 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 Oct 10th 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 26th 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 standards and writing technical specifications. Print out the posted information and bring to EE4900!