**TO**: Dr. Whittenberg

**FROM**: Group 14

**DATE**: 09/21/2016

**SUBJECT**: Deliverable 1

**MEMORANDUM**:

The following memo is related to the new project related to computer controlled conveyor belts that move and position items on the conveyor belt within <1 millimeter. Given the time constraint on this project, we have already developed a rough draft of the WBS, project scope, and project priority matrix for the project to organize resources and develop a project implementation strategy.

A milestone is a significant event in a project that occurs at a point in time. The milestone schedule is built using the deliverables as a platform to identify major segments of work and an end date. Milestones are crucial in determining the progress of the process. As the designed WBS provides an estimated timeline and deliverables for the project, we can compile a list of predicted milestones.

Yes, the WBS allows one to define milestones of the project (provided the dates are known). Milestone schedule is built using project deliverables as a platform to identify major segments of work and an end date. As the designed WBS provides an estimated timeline and deliverables for the project, we could compile a list of predicted milestones as under.

1 Architectural Decision/Plan complete by – 2/5/2010

2 Hardware Specifications complete by – 2/20/2010

3 Kernel Specifications complete by – 3/12/2010

4 Utilities Specification complete by – 3/15/2010

5 Operation Systems Documentation complete by – 3/19/2010

6 Utilities Documentation complete by – 6/2/2010

7 Integration 1st Phase complete by – 2/5/2010

8 Project Documentation complete by - 11/10/2010

APPENDIX A

**Project Scope Statement**

**PROJECT OBJECTIVE**

To construct a computer-controlled conveyor belt that will move and position items on the belt within 2 years and a cost of $1.6 Million

**DELIVERABLES**

* Hardware
* Operating System
* Utilities
* System Integration

**MILESTONES**

1 Architectural Decision/Plan complete by - 2/5/2010

2 Hardware Specifications complete by - 2/20/2010

3 Kernel Specifications complete by - 3/12/2010

4 Utilities Specification complete by - 3/15/2010

5 Operation Systems Documentation complete by - 3/19/2010

6 Utilities Documentation complete by - 6/2/2010

7 Integration 1st Phase complete by - 2/5/2010

8 Project Documentation complete by - 11/10/2010

**TECHNICAL REQUIREMENTS**

1 Hardware must meet industry standards such as ISO 9001, ANSI, and CEMA

2 Use of RSDM - Robust Software Development Model to ensure high software reliability, risk analyses at various stages, and object-oriented development methods

3 The response time between software and hardware should be less than 1 second

4 The items on the conveyor belt to be placed within less than 1 mm distance

5 Applying Standard Test Methods for Conveyor Belting according to ASTM D378-10 standard

6 System can accommodate future upgrades.

**LIMITS AND EXCLUSIONS**

1 Maintenance and monthly service of hardware will be incurred by client only

2 Any running issues with new scenarios will be handled in new versions only, released annually

3 New requirements will be separately charged based on the complexity and feasibility of the requirement

4 Any issues leading to deviation from Functional specifications or documentation will be charged as a separate module.

5. Tasks can be sub-contracted based on the needs and decisions of the Project Team.

6. Work will continue from Monday through Friday with exception of Government US holidays. If required to work during the holidays, other days off will be granted.

**CUSTOMER REVIEW**

Dr. Whittenberg (as Customer)

APPENDIX B

**PROJECT PRIORITY MATRIX**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT PRIORITY MATRIX | | | |
|  | TIME | SCOPE | COST |
| Constrain | X |  |  |
| Enhance |  | X |  |
| Accept |  |  | X |