CAPABILITIES DOCUMENT

Project:

Task:

**Document Version Number**: *(set up a numbering scheme so that you can track versions of the document)*

**Date:**

**Author:**

**Edit History:** (*record who changed the document, when and why)*

*The purpose of this document is to try to identify and catalog the skill base (i.e. the resources) available to your team for solving the design problem. Note that this document would probably not exist in a normal engineering design office because the capabilities of the team members are usually known and they were why the team members were chosen. In this project, it is a little different and you will need to figure this out early on to be able to match tasks onto the resources available.*

1. TABLE OF CONTENTS
2. TEAM MEMBERS

*List the team members, their contact points – phones, emails, etc.*

1. CAPABILITIES

*For each team member, determine the level of software capability, the ability in electrical engineering, mechanical engineering, etc. Also, have they had any management experience? Do they like working with documents, etc.?This might be best presented in tabular format.*

1. POSSIBLE APPLCATION AREAS

*In terms of the job in hand, which of the tasks and subtasks best suit each team member. Generating an initial list of this sort might make it easier to allocate resources to tasks during the project.*

5.0 AVAILABILITY

*Recognizing that team members have other commitments in other courses and outside of McGill, generate a table showing availability in each week. Mark down critical events such as midterms, major assignments, etc. This will be needed in generating the timeline for the entire project.*

6.0 GLOSSARY OF TERMS

(*Again, define all the terms you are using so that all members of the Team and any outside readers understand what you are talking about*…)