

NAME _____

Due: month of September, 2020

Points: ____ / 4 (toward 3-Ring Binder w Project Logbook (written) 10% of COE/EE 1195 Grade)

Note: The Project Binder and Project Logbook is continued next semester (COE/EE 1199), and is also a significant percentage of the final grade.

This is the first “Spot-Check” of your Final Project Logbook and Binder. Details were provided in the beginning of the term, and for your convenience, provided with this document (extracted from the “1195_1199 Sr Project Proposal Sr Project Guidelines” document).

Please present this Homework Cover Sheet, your Project Binder, and your Project Logbook, to the Instructor, in the date range provided.

Project Logbook: 1 point for demonstration of logbook, 1 point for entries.

Project Binder: 1 point for Binder, 1 point for current documents

V

Project Logbook

This notebook should be either spiral or permanently bounded so that the pages cannot be removed easily. Each student should have their own notebook to record the work they do as an individual, however, each individual could make entries into a single notebook as long as they are signed and dated by that individual.

Each time the student works on their senior project, an entry must be made in the personal project logbook. The entry is a brief description of the work that was done during that session. **It must answer the questions who, what, when, where and why!** The time spent rounded off to the nearest 15 minutes should be indicated so that when the project is over the accumulated time for the entire project can be calculated.

The project log should contain a record of all significant work done on the project. It should include calculations, sketches, diagrams, test results and data, etc. The entries in the log can be in any form; however, a good rule-of-thumb to follow might be to put the entries in such a form that five years from now the writer could refer to the entry and would have no difficulty in deciphering what it signifies!

In industry, the project log is a very important part of the record of the project. In the event a certain design is considered patentable, a dated record and signed page in the project log will establish the actual date that the idea was conceived. If two companies claim legal rights to the design, the courts should use the data log to establish who had prior knowledge of the design. If it becomes necessary for a company to defend against a project safety suit, the project log will help establish any considerations given to consumer safety. **Therefore, date and sign each page in ink!**

VI.**3-Ring Project Binder**

This PROJECT BINDER serves to hold all the work done during the senior project proposal as well as the senior project. It holds all the documents completed during the course of the senior project. Thus, choose a *Heavy-Duty* Binder, recommend 4, 5 inch.

ALL PROJECT DOCUMENTATION PLACED IN BINDER, NEATLY TABBED and ORGANIZED.

COVER PAGE outside (and first page inside), per standard. SPINE (outside) (Title).

BINDER should contain the following documents:

TAB→ Table of Contents

Standard Cover Sheet Information, followed by a Table of Contents
(*ToC matches the Binder Tabs*)

TAB→ Project Proposal

Initial proposal, revised drafts, and the final graded proposal
Power Point slides for the oral proposal presentation
All feedback forms from the faculty, other students, and the advisor

TAB→ Project Functional and Engineering Specifications

Initial functional specs, revised drafts, and the final graded functional specifications
Power Point slides for the oral functional specifications presentation
All feedback forms from the faculty, other students, and the advisor

TAB→ Block Diagram

Graded

TAB→ Time Schedule

Graded

TAB→ Design Schematics and Drawings

Reference “1195_1199 Sr Project Proposal Sr Project Guidelines” and “**1195_FINAL DESIGN written Primer**” documents for detailed information.

TAB→ Paper Design

Graded paper design report

Power Point slides for the oral paper design presentation

All feedback forms from the faculty, other students, and the advisor

COE / EE 1199 Deliverables

(per following Section b. Senior Project – Semester 2)

Tabbed:

- **TAB→ Weekly Progress Meetings/Written Weekly Memos**
- **TAB→ Monthly Progress Reports**
- **TAB→ Testing/Analysis/etc**
- **TAB→ Final Report**
- **TAB→ Final Oral Presentation**

TAB→ Appendix

All Homeworks associated with your Final Project (e.g. Surveys, House of Quality builds, Work Breakdown Structures, etc.). Anything else referred to or used in your Final Project.

Finally, your PROJECT LOGBOOK is submitted with / within your PROJECT BINDER

SUCCINCTLY, ALL PROJECT DOCUMENTATION PLACED IN BINDER, NEATLY TABBED and ORGANIZED.