**EDD 104: Technical Communications II**

**Class 5: Student Task List**

**Objective: Teams will:**

1. **develop** a Requirement Structure for their project;
2. **write** a complete list of requirements;
3. **assign** weights to their Evaluation Criteria and create a Pahl & Beitz matrix;
4. **justify** their decisions with written Criteria Justifications;
5. **schedule** meeting with project CEO

Once in teams:

1. **PL: Create an Evaluation Matrix**(in Google Doc)

* Open the Requirements Instruction document and the *Mr. Roboto Requirements* document and review the Evaluation Matrix section as a team.
* Copy the Evaluation Matrix from the Requirements Instruction document into your document—**insert your Evaluation Criteria: cost, safety + 4 other criteria**
* Have a discussion about how much weight should be assigned to each criterion. The weights must add up to 1.
* Have someone on the team take notes during this discussion as it will help with the next part of the assignment.
* Complete the Evaluation Matrix for your team’s criteria and agreed upon weights. (You do not yet have alternatives, so just list Alternative 1, Alternative 2 and Alternative 3. The Alternatives will be filled-in later).

1. **PL: Justifications for Evaluation Criteria**

* Review the discussion on Justifications for Evaluation Criteria
* Using the notes just taken during the team discussion, have each team member write a justification for one of the Evaluation Criteria they researched, or write them as a team.
* If written individually, combine them together into the one document and read through them as a team to make sure everyone agrees.
* Put these under the P&B Matrix with the heading: “Justifications for Evaluation Criteria”

1. **PL: Requirements Structure**

* Review the lecture notes on Requirements Structure
* Copy the Requirement Structure from the Requirements Instructions and paste into your team’s document, or create an upper and lower-level Requirements structure with the heading **Requirements Structure.**
* Replace the blue text in the System Level box with the information for your project.
* Decide as a team if you want to add any subsystem components or if you want to proceed with the one provided.
* If you wish to add a subsystem component, provide the justification for it.

1. **PL: Project Requirements**

* Review the sections on Requirements in the instruction document and Mr. Roboto Requirements document
* Review the EDD 112 Requirements lecture and your team’s Project Requirements Prep document from Lab 04
* Draft a list of requirements (at least 2 subsystem requirements for every team member) and write short explanations for each
* Make sure to leave ~5 minutes to complete the next part. You can finish the list of requirements past class time if needed.
* Check that the format and layout of the **Section##\_Project#\_Requirements** is consistent with the Mr. Roboto Requirements document

1. **PL: Meeting with CEO**

* By the end of class, sign up for an appointment slot on Google Calendar with your Project CEO.
* The appointment slot must be **within 48hrs of the end of class time** to ensure you will have enough time to revise your requirements for Class 06.
* If you do not finish your requirements document in class, you must complete it and email it to your Project CEO **at least 24hrs before your scheduled appointment**.
* Use the following email format and attach the Draft Requirements, Justifications and Matrix titled:
  + **Section##\_Project#\_Requirements** document

*Email to your CEO, CC your Instructor and UCA:*

* Instructor: [claudiam@binghamton.edu](mailto:claudiam@binghamton.edu)
* UCA:
  + Section 60: Emma Pawliczak
  + Section 50: Tiffany Misir
  + Section 51: Nick Mixon
* Project CEO

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| --- | --- | --- |
| Project | **Project Name** | **Project Manager** |
| 1 | Toaster Oven for the Blind – Cooking in the Dark | Emily Szabo |
| 2 | Coffee Maker for Persons with Hand Tremors | Alec Walsh |
| 3 | Blood Pressure Monitor for Persons with the Use of One Arm or Hand | Stephanie Zhang |
| 4 | Energy Efficient Bread Toaster | Megan Drake |
| 5 | Energy Efficient Refrigerator | Majushree Aithal |
| 6 | Harvesting Kitchen Waste Energy | Mike Elmore |
| 7 | Create Your Own Project | Koen Gieskes |

* **BEFORE YOU WRITE THE EMAIL ATTACHING YOUR PROPOSED REQUIREMENTS, TEAMS NEED TO LOG-On AND SCHEDULE AN APPOINTMENT WITH YOUR PROJECT CEO—get a time/day when most, if not all, of the team can go to the appointment.**
* **Everyone on the team does not have to go—find a time when the most number can.**

**To: Your Project CEO, me, UCA**

**From: EDD Section** ##, Team #-Project

**Re: EDD Section ## Project # Requirements [ this is the heading in the email form]**

Hello:

Attached are the Requirements document that includes the Evaluation Matrix, Justifications for Evaluation Criteria, Requirements Structure, Project Requirements with explanations and a Reference list, for our team project. I look forward to discussing this during our scheduled meeting on (fill-in **Appointment Slot Day and Time).**

We look forward to meeting with you. Thank you for your time and consideration.

(Name of Project Lead 4) for Team \_\_\_\_, Section \_\_\_\_

**MAKE SURE YOU ATTACH THE REQUIREMENTS DOCUMENT WITH:**

1. Pahl & Beitz Matrix with weights
2. Justifications for Criteria
3. System Structure
4. Upper and lower level requirements (complete)

**Homework:**

**Due before Class 5 uploaded to MyCourse**

1. **COMPLETE PROJECT REQUIREMENTS, SYSTEM STRUCTURE, Pahl & Beitz matrix with weighted values, and Criteria Justification and save in one document entitled, “ PROJECT REQUIREMENTS, Section \_\_, Team \_\_\_”**

* **Go on to 112 site and find a time/day to meet with your CEO and reserve it using the link.**
* **Prepare an email with message set forth above and ATTACH your Project Requirements document to the email.**
* **SAVE THE PROJECT REQUIREMENTS DOCUMENT to FILE EXCHANGE.**
* Later, Instructor and UCA will be CC’ed on email from Project CEO that states they approve your requirements
  + The CEO will save this approved document and its terms considered binding on all team members.
  + **Changes CANNOT be made to the Requirements document after it is approved.**
  + The CEO and instructors will keep a copy of the **approved** requirements and compare it those listed in the final report to make sure your design meets ALL approved requirements.
  + Once you meet and get FULL AN FINAL approval for Requirements, Upload/save approved **Section##\_Project#\_Requirements** document to FileExchange

1. All team members- submit next Team Evaluation Google Form
2. **PL:** TMM with updated Gantt chart screenshot saved to Discussion Forum for Week 5.