**Key Personnel**

Dr. Albert Einstein, Project Manager/Lead Engineer: Albert Einstein received his undergraduate and graduate education in Electrical Engineering at Stanford University. He joined the Aerospace Simulation Research and Development Branch at NASA in 1992. There, he led a team that pioneered research critical to the launch and maintenance of the International Space Station including the Station to Shuttle Power Transfer System. For this research effort, Einstein will lead the project team to ensure that the experimental methods, operations, and results meet the specifications and goals of the Sponsor. This includes organizing weekly team meetings, direct collaboration with the Sponsor/suppliers, and financial planning. In addition, he will provide technical knowledge to the team and resolve issues when necessary.

Alexander Bell, Electrical Engineer: Alexander Bell received his undergraduate and graduate education in Electrical Engineering at Oxford University, specializing in the field of Radio-Frequency Engineering. Bell will be responsible for maintaining the integrity of the experimental results by preparing the lab environment to mitigate unintended interference from any source including Environment RF radiation, environment light radiation, temperature fluctuations, and EMI power sources.

Isaac Newton, Maintainability Engineer: Isaac Newton received his B.S. in Electrical Engineering at Cornell University and his Graduate Degree Systems Engineering at Harvard University. Newton will be responsible for creating and implementing the procedures for consistent setup, operation, and maintenance of hardware, lab test equipment, and microcontroller firmware. In addition, he will complete routine maintenance and troubleshooting. His responsibilities also extend to the safety of the lab test equipment operators and all personnel involved.

Leonhard Euler, Software Engineer: Leonhard Euler received his undergraduate and graduate education in Computer Engineering at Massachusetts Institute of Technology. Euler will be responsible for all software involved in the project including those involved in experimental control, data acquisition, and data analysis.

Tobias Funke, Lab Technician Lead: Tobias Funke received his B.S. in Physics from Princeton University. Funke will recruit, orient, select, and train lab technicians. These lab technicians will be responsible for operating test equipment, carrying out routine tasks, and assisting other members of the research team with any other necessary tasks.

Note: Names are fillers, wording is a little repetitive, can be changed. Main important points to review are the responsibilities and qualifications of all personnel. Also, any other necessary personnel? Possibly use bullet points? Possibly shorten it for lack of room.

**Management Plan**

* Routine Procedures
  + Bi-weekly Team Meetings
    - Manager/Lead Engineer provides a summary of current progress of different areas of the research project for the entire team.
    - Allows for current or potential issues to be brought up early and to the attention of all relevant team members.
  + Weekly Situation Report
    - Briefing of any and all things worked on or accomplished during that week. Includes time spent and progress on individual tasks.
    - Manager/Lead Engineer can identify efficiency problems.
    - Feeds into Bi-weekly Team Meeting
  + Annual Roadmap Updates
    - Shows annual progress, and a rough timeline of future plans.
    - For external use (ex: Sponsors/Stakeholders).
    - Research often changes, this can act as an “update” to the original research plan.
* Communication
  + Long distance/Telecommute
    - Offsite team members or advisors can video-call into the bi-weekly team meetings.
    - Annual trips for key long distance members to monitor testing for issues.
* Potential Risks and Potential Solutions
  + Personnel cannot continue working with the team
    - Careful documentation of methods and procedures.
    - Train multiple people to be able to replace the loss of a single person.
  + Data Errors
    - Multiple trials that can be checked routinely for major abnormalities.
    - Routine manual data collection crosschecked with software driven data collection.
  + Equipment Breakdown
    - Spares
    - Potential change in equipment or redesign, if it is a consistent problem.

Not sure about format. Also, need more ideas if any.