Project Name

Group Name

Logo (graphic)

Mission Statement

Member Names

**1.0 Introduction**

1.1 Describe Request For Proposal (RFP). In this paragraph you describe the project. You need not give as much detail as the RFP. Make sure that you summarize the highlights and key requirements. Make sure that you keep the Section Numbers and Section Titles as they are.

1.2 Describe Group. Who did what for the project? What expertise did each person bring to the project?

**2.0 Design Features**

2.1 Overall description of your solution. Describe the overall idea of your solution to the problem.

**3.0 Design Process**

3.1 Brainstormed ideas - including reasons for rejections

3.2 Initial Problems that were overcome

3.3 Initial Computations (if any)

**4.0 Description of Parts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Part Number | Description | Materials | Manufacturing |
| 4.1 | AAA-001 (replace the AAA with your own designation. You could use the last initial of each group member. | Describe what each part is. Give enough detail so that people can visualize it to some extent. Use the table->insert->rows below menu item to add as many rows as you have parts. | Tell of what material(s) the part is composed. Give part number, description, materials, manufacturing info for each part. | Tell how the part is made. If it is made by another company, give the company name and their part number. |
| 4.2 |  |  |  |  |

**5.0 Assembly**

5.1 Give details of how the parts fit together. Use part numbers that you assigned in section 4.

5.2 Use as many paragraphs as necessary. Consider a step to be a paragraph.

**6.0 Operation of Equipment**

6.1 Describe how the equipment works.

**7.0 Cost Accounting**

7.1 How much did it cost overall?

7.2 How much time was spent (doing what) and at what cost?

**Appendix A** (Tests)

# Test 1

**Purpose/Problem**: Tell what aspect of the project the test is testing. Formulate as a question.

**Hypothesis**: Tell what you expect to happen.

**Procedures**: Tell what steps you will follow in the test.

**Data**: Tell what happened. Organize the data logically. Give the date(s) that the test was run.

**Analysis**: Tell why things did or did not happen the way you thought they would.

**Conclusion**: Tell how the test solved the problem.

# Test 2

**Purpose/Problem**: Tell what aspect of the project the test is testing. Formulate as a question.

**Hypothesis**: Tell what you expect to happen.

**Procedures**: Tell what steps you will follow in the test.

**Data**: Tell what happened. Organize the data logically. Give the date(s) that the test was run.

**Analysis**: Tell why things did or did not happen the way you thought they would.

**Conclusion**: Tell how the test solved the problem.

# Test 3

**Purpose/Problem**: Tell what aspect of the project the test is testing. Formulate as a question.

**Hypothesis**: Tell what you expect to happen.

**Procedures**: Tell what steps you will follow in the test.

**Data**: Tell what happened. Organize the data logically. Give the date(s) that the test was run.

**Analysis**: Tell why things did or did not happen the way you thought they would.

**Conclusion**: Tell how the test solved the problem.

**Appendix B** (Accounting)

Give details of cost of parts. Price each part individually and give the total cost as well.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Part Number | Description | Cost |
| 4.1 | AAA-001 (replace the AAA with your own designation. You could use the last initial of each group member. | Describe what each part is. Give enough detail so that people can visualize it to some extent. ***Just copy the table in section 4, delete the last column, and change the next column to Cost (instead of materials).*** | Give the cost of materials. If not new, give approximations for new materials as if actually purchased. |
| 4.2 |  |  |  |
| Total |  |  | Only total the cost. |

Log of labor hours for each group member (including design, and class time used) and determine the labor cost for each member (and task) as well as the total labor cost.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Task | Time spent (hours) | Rate ($/hr) | Cost |
| Group Member 1 Name | Describe general task done. If a group member does a different task at a different rate, use another line. | Give time spent (hours to nearest 10th). Include class time spent on project. | Hourly wage. Give rationale for wage below. | Multiply hours times rate. |
| Group Member 2 Name |  |  |  |  |
| Total Labor |  |  |  | Only total the cost. |

Cost of labor (Hours of labor \* rate) Give rationale for rate selection (i.e. what skill level does each person possess?)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Task | Rate ($/hr) | Rationale |
| Group member 1 name | Give a description of the task. | Hourly wage. | Give rationale for the rate given. Experience, expertise, etc. are reasons to give wages above the minimum wage. |
| Member 2 | Or task 2. |  |  |

**Appendix C** (Computations)

Calculations of physical properties necessary to accomplish task.