

01.30.2019

Memo

To
JP Students

From
Prof. Healy

CC

Re
[Project Schedule Rubric](#)

This is an updated rubric to help you re-submit your **project schedule** to show updates and fix errors from the fall. For specific errors to be corrected, refer to the original graded submission that I returned to your team in early January.

Make sure you tend to the *dependencies* that exist between obtaining and testing your parts, building and testing your modules, integration, and final test. These dependencies should be reflected in your schedule document.

Timely Submission:

5 pts - Submit by 5:00 p.m. Friday, week 10 of the winter term.

Format/Organization:

10 pts – Once again, electronic or paper submission is fine. Typed and double spaced, or table/chart format, or a combination. Include page numbers for multi-page submissions.

Spelling Errors:

5 pts - Each spelling error incurs 1 point off up to a total of 5 points.

Include the Dates that were *Scheduled* for Parts Ordering and Receipt:

10 pts – In other words, retain the data from earlier versions of the schedule. Append information on major parts that you've ordered since.

Likewise for the *Actual* Order and Receipt Dates:

10 pts – This is for comparison to the baseline data above. Show dates parts were *actually* ordered and received. Annotate with reasons for deviations.

Schedule Dates for Individual Parts Testing:

10 pts – Even though this is likely in the past, you still need to keep it in your schedule. It's part of the dependency chain leading to module testing and integration.

Schedule Dates for Major Schematic Start and Completion:

10 pts – Include the schematics from your plan. Also, don't wire up component hardware until the related schematic is finished. Otherwise you stand a better chance of burning something up.

Schedule Dates for the Hardware/Software Modules in the Plan:

10 pts – I expect the dates to line up with the work breakdown from your plan, including start and end for flowcharts, coding, wiring, and all the other individual tasks prior to integration.

Schedule Dates for Module Testing:

10 pts – The previously specified item (immediately above) spills over into this requirement. Make sure *module* testing dates are properly coordinated with parts testing, and integration and final testing.

Schedule Dates for Modules Integration and Final Test:

10 pts – These dates have a chain dependency with the previously specified item above. I will expect to see multiple stages of integration. Put these very important milestone dates in the proper perspective. They should be well thought-out in terms of their order, and they shouldn't occur too late in the term. Even though you'll be "running for the finish line" at this point, so to speak, it is the culmination of all your team's hard efforts since the fall term. **If your module integration is successful, then your final test may seem like a cake-walk. If your module testing incurs major problems, it may very well result in the failure of your prototype demonstration.**

Also make sure to include a date for final testing of your fully integrated system.

Team Member Responsibilities:

10 pts – I want to see individual team member roles spelled out on your schedule. This is a classic by-the-numbers approach; it insures that there is no mistaking who is responsible for which milestone.
