

01.30.2019

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## Memo

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**To**  
JP Students

**From**  
Prof. Healy

**CC**

**Re**  
Project [Control](#) Rubric

This is an updated rubric to help you re-submit your **control document** to reflect changes to your planned approach in the fall. It is also an opportunity to fix errors from your previous submission. Refer to the original graded submission that I returned to your team in early January.

Remember that the purpose of the Project Control Document is to outline how have expected to monitor and control your progress through the year in order to stay on track and progress in your project development. To make refinements, consider what has worked and what has not worked to date. Review specific team policies and remedies regarding things like meeting times, meeting agendas, and cost sharing. Please document those adjustments in your newly submitted Control Doc.

I also want you to include some retrospective analysis. What worked? What hasn't worked? Tell me how you ultimately arrived at your "best practices."

### **Timely Submission:**

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

### **Format/Organization:**

5 pts – Typed and double-spaced. Use page numbers.

### **Spelling Errors:**

5 pts - each spelling error incurs 1 point deduction up to a total of 5 points.

### **Grammatical Errors:**

5 pts – each grammatical error incurs a 1 point deduction, up to a total of 5 points.

**Firing of a Team Member:**

10 pts – I have established a control measure for the removal of a team member in case that were to become necessary. What is the team's *internal* control measure? What do you need to do as a team **before** you take it up with me?

**Habitual Absence:**

10 pts – How many meetings can a teammate miss and what are the consequences?

**Parts Issues: Missing a deadline for ordering parts:**

15 pts – How have kept track of parts ordering? How do you assign this responsibility? How are individuals accountable with respect to the project schedule? Did you assign a “parts manager?” Did you divvy it up? Or did it fall to the designated team leader?

Talk about parts deadlines that were missed. What happened? How did you get your parts? Did you have to tweak your process at all? Mention the impacts due to long delivery lead times and vendors that didn't come through. Many of you received rather scant documentation with your parts. How did you deal with that?

**Module Schematic Delay:**

10 pts – Discuss how your team completed development of your schematics. Was there any delay and how did you, or are you dealing with it? How has that affected development overall?

**Module Hardware and Software Delay:**

10 pts – As above, provide a similar discussion regarding hardware builds and software development. Did things not get completed by the due dates for any reason? What are the reasons or potential reasons that could cause delay? Review your earlier Control Doc and

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provide an analysis of how it helped you with real world issues. Were you able to correctly anticipate any of the problems that occurred?

**Module Integration Delay:**

10 pts – What if all modules cannot be integrated by the scheduled integration and test date? Identify the possible reasons for these delays and identify actions that you will have to take to recover.

**Annotation of the Schedule:**

10 pts – How are you updating the schedule to reflect delays? Are you able to show anticipated delays on your schedule in some way? Remember, don't just alter the schedule. Use it as a tool that documents problems in detail so that the dependencies are highlighted. It's only in this way that you can take actions or evaluate alternatives, to overcome obstacles and push past anticipated roadblocks.

**Firing of your Professor:**

5 pts – What happens if I'm the roadblock to your success? How does your team plan to address this? What are your control contingencies to insure success despite my being an impediment? Just as in the case of your intra-team dynamics, think about *communication*.

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