[Date]

Assignment 3

Unit 17

Simon Light

UTC Reading

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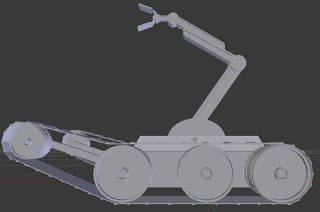
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# P6 - Follow a project plan to carry out a defined project

Below is an initial project plan

## Workshop 1

In workshop 1 we were tasked with installing the necessary software onto our and the teams computers. Below is evidence of auto cad on a design team’s computer that we installed.



## Workshop 2

In workshop 2 we were tasked with starting software development and creating wireless links. Below is a picture of the raspberry pi running over our wireless link also running our code.



## Workshop 3

In workshop 3 we were tasked with submitting the final buy list. Below is a picture of the vex robot we used to help decide what parts we needed to order.





## Workshop 4

In workshop 4 we had to create the arm and 3d print it. Below is an image of the scale strut for the arm. This is proof that we were designing the arm.



## Final Day

On the final day we had to finish all of the work and also create a presentation. Below is an image of the table we set up for the presentation day with the people who were presenting.



# M3 – Monitor the project against the project plan, adapting the plan as circumstances change

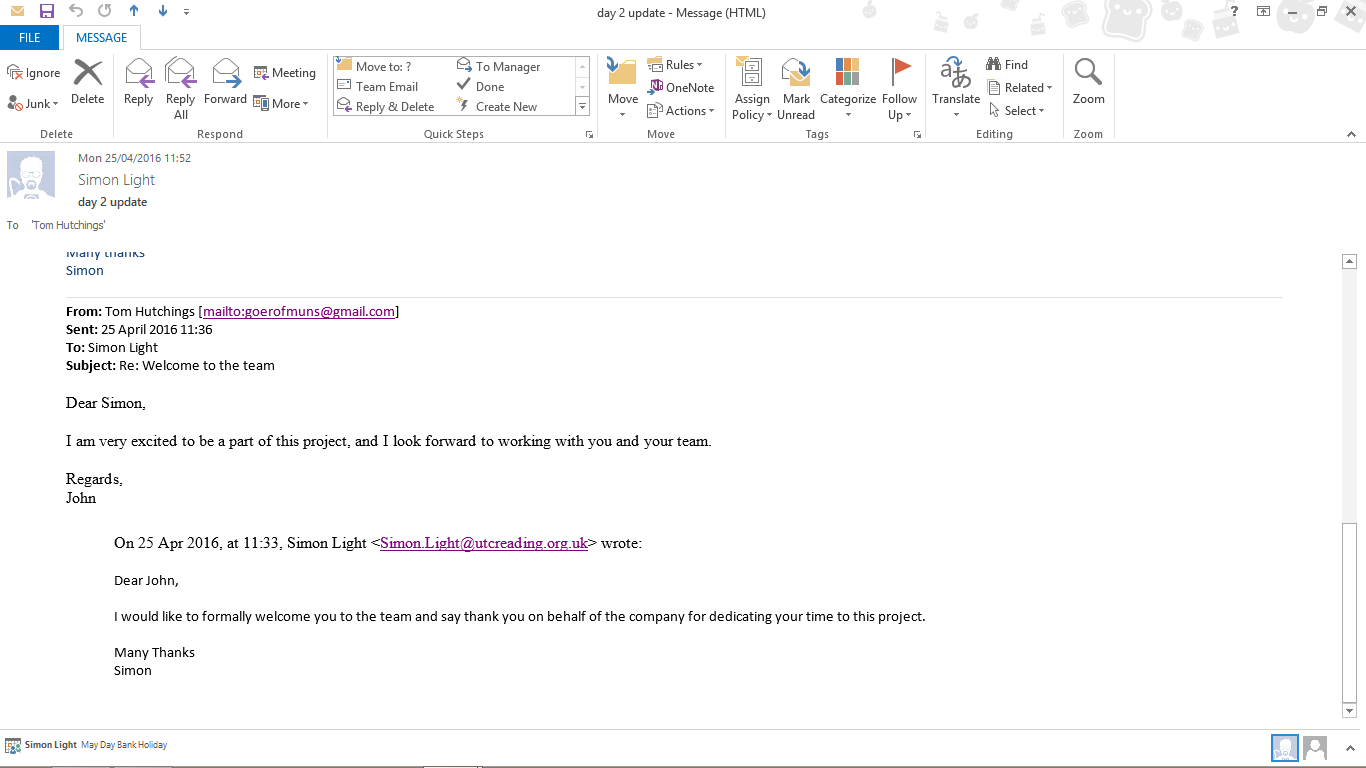
Below is the initial project plan

|  |  |  |
| --- | --- | --- |
| Date of issue | Issue | Outcome |
| Session 1 (8/1/16) | Competencies were un balanced | Got some people to change competencies until we felt that they were correctly weighted |
| Session 1 (8/1/16) | Competencies were unsure about planning | Team leaders were selected to guide |
| Session 2 (26/1/16) | Order sites and products were limited | Adapt plan around websites stock |
| Session 2 (26/1/16) | Design stage was way too ambitious | Find a way to deal with it or do less |
| Session 2 (26/1/16) | Parts were found to be unavailable | Find similar parts or adapt plan again |
| Session 3 (1/2/16) | After working with similar parts the ones chosen aren’t suitable | Re order different parts |
| Session 3 (1/2/16) | Parts list is needed and IT team isn’t sure what motors Design team are using | Ask ordering team to buy a control board suitable for the motors chosen |
| Session 4 (4/3/16) | No control boards for the motors were ordered | Buy some transistors from the college and start soldering one |
| Session 4 (4/3/16) | Raspberry pi wasn’t able to connect to college Wi-Fi | Use a mobile hotspot from phone |
| Session 4 (4/3/16) | Building of robot was underestimated | Finish the build in free time and next project time |
| Session 5 (18/3/16) | Neither the pi or the RCV were ready to combine | Test when both are ready |
| Session 5 (18/3/16) | Testing both electronics and robot together was not effective | Build a standalone robot movement system to allow testing to be done without IT |
| Session 5 (18/3/16) | Quite a few students weren’t on task | Assign them work to do and keep checking on them |
| Session 5 (18/3/16) | It was seen that the presentation team would need more time to rehearse | Bring the presentation preparation forward by a week |
| Session 6 (21/3/16) | The robot wasn’t ready to display | Do what we could to get it into an order to show |
| Session 6 (21/3/16) | 3D printer misprinted the arm | Just show proof of concept of the arm |
| Session 6 (21/3/16) | Some group members dropped out of the display team | Bring more people in |
| Session 6 (21/3/16) | The announcement will be done on (23/3/16) | Wait until that point |

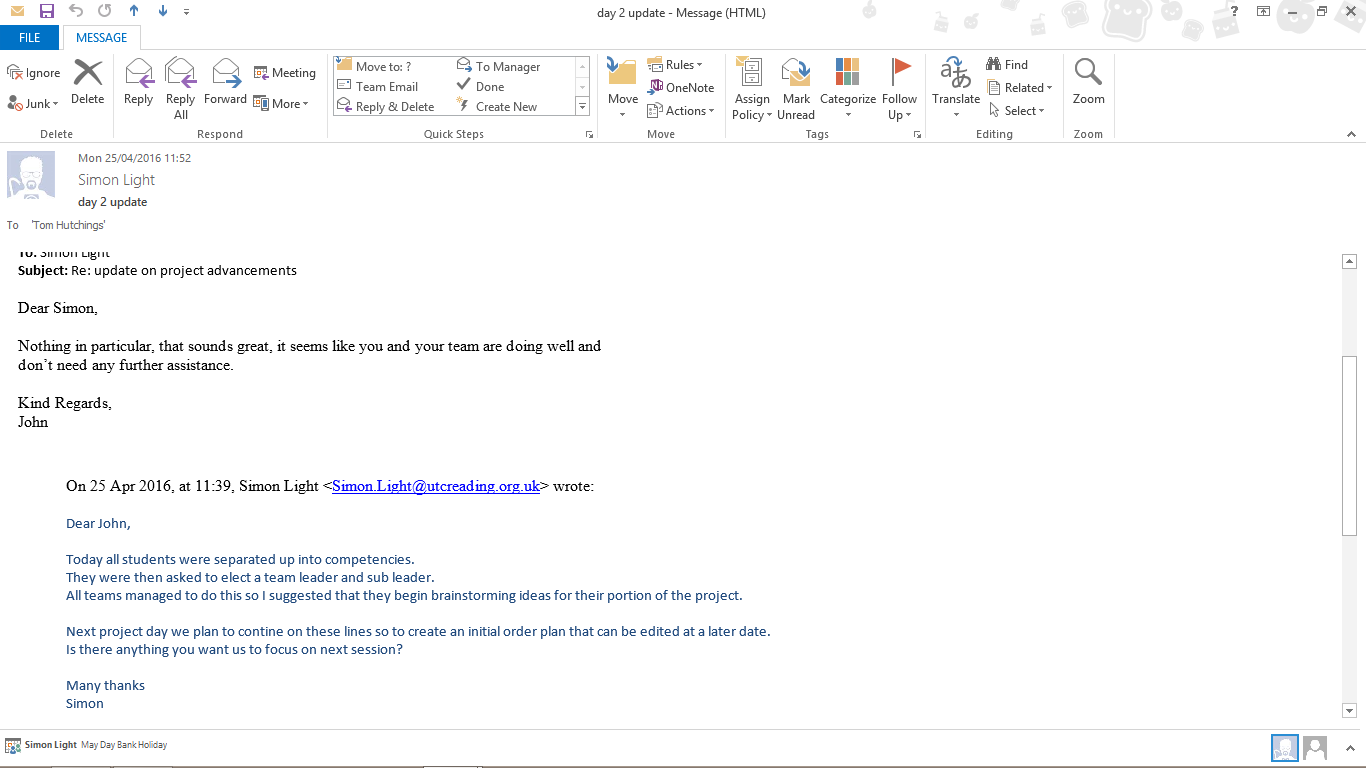
Below is a table of all of the issues that were encountered during the project and how they were resolved.

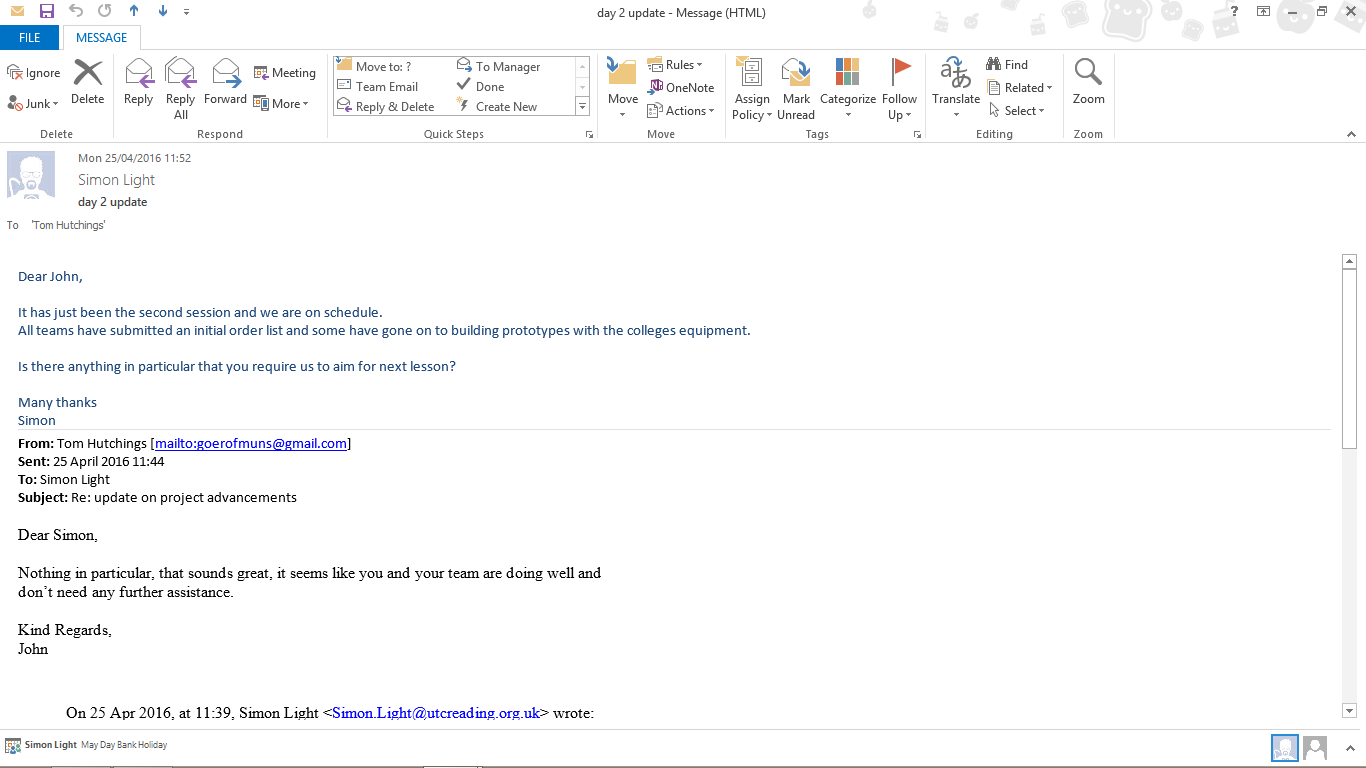
Below is a project plan of what actually happened with all of the issues’ effects on the timeline.

# D1 - Demonstrate effective communications with stakeholders at all stages of the project

Below are a series of witness statements. These detail what I personally contributed to the project. There is also a signature and date to prove that the stakeholder approves that the work I did is legitimate. This shows direct communication with the stakeholder

## Emails to the Army Stakeholder





As you can see from the images above I have directly communicated with the stakeholder on several occasions. From this point onwards, the team leader of the project took it upon himself to communicate with the stakeholder to shorten the chain of command.

## Records of meetings

Below this page is a record of 2 meetings I attended.