# Instructions

## Beginning of the Semester

1. In the fields provided at the top of the Deliverables Log form, fill in your name, your faculty advisor’s name, your pawprint, and your project’s title. If your Capstone project title is long, enter a shortened version of the title that is sufficiently descriptive to uniquely identify your project.
2. Under the “Description” column of Table 2 provide this information:
   1. **DO NOT** enter intermediate / subordinate tasks like “order parts”, “research”, “design”, “build”, “develop software”, etc.
   2. For each **functional block element** or **software development element** that you personally are responsible for, provide the element’s reference designation and label.

***Examples:*** *(2A3) 5 VDC 1 Watt power supply; (3U5/SDD1) Volume Knob Quadrature Encoder Device Driver.[[1]](#footnote-1)*

* 1. For any other significant task you are responsible for, provide a short description that uniquely identifies that task.

***Examples:*** *Assemble robot chassis A5; Demonstrate completed project; Customer goal survey performance and analysis; Final draft report; Formal presentation.*

* 1. **The following items are required and must appear in each student’s Deliverables Log.** List them in the same order as shown here:
* *Project Requirements Document*
* *SMART Goal Statements*
* *SMART Goals Evaluation Plan*
* *<Insert your personal deliverables here…>*
* *Group Report (first draft)*
* *Group Report (second draft)*
* *<Insert your personal deliverables here…>*
* *Demonstrate the Completed Project*
* *Individual Report (first draft)*
* *Project Goals Evaluation*
* *Group Report (final draft)*
* *Individual Report (final Draft)*
* *Formal Presentation with Demonstration*
  1. Enter into Table 2 each deliverable’s **due date** as indicated on your personal Gantt chart timeline.
  2. At the beginning of the semester, email an electronic copy of your Deliverables Log sheet with your list of “Deliverable Description” deliverables to (a) the ECE 4980 course instructor, and (b) your faculty advisor(s), so that they have the list of your personal deliverables for the coming semester.
  3. Print a copy of this partially completed form for your records. **You will use this form throughout the remainder of the semester to record your progress as you work on your project. DO NOT lose this printed form.**

## During the Semester

1. Each time you **complete a deliverable**, do the following:
   1. Make arrangements with an “inspector”, who must be teaching assistant, or your faculty advisor, or the course instructor, to demonstrate the completed deliverable. **The deliverable must be 100% complete, fully functional, and in a state that is usable to/by your team members before you demonstrate it.**
   2. Enter into Table 2 under the “Date Delivered” column the date the deliverable was completed by you and delivered to the group ready to use.
   3. Enter into Table 2 under the “# of Days Early / Late” column
      1. If the deliverable was delivered early (before the scheduled due date), enter the letter ‘E’ followed by the number of days early. For example, “E 5” means the deliverable was delivered five days early.
      2. If the deliverable was delivered late (after the scheduled due date), enter the letter ‘L’ followed by the number of days late. For example, “L 2” means the deliverable was delivered two days late.
   4. Have the inspector enter in ink into Table 2 under the “Inspector Verification” column, and next to the deliverable that was completed, their initials and the date to indicate that a) the deliverable has been completed to the inspector’s satisfaction, and b) the date entered under the *Date Delivered* column is accurate.

## End of the Semester

1. **At the end of the semester, turn in the completed form—complete with the inspectors’ inked in initials and dates—to the ECE 4980 instructor for grading.** The completed Deliverables Log sheet is a graded item (credit/no-credit for turning in the form).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name (Last, First) | | LaBarbera, Sterling | | | Advisor | Jae Kwon |
| Pawprint | Spl2q2 | | Project Title | Outdoor Solar-Powered Lighting Installation and Acoustic Mosquito Repellent for Unpowered Outdoor Structures | | |

Table 1 Definitions of the column headings in Table 2

|  |  |
| --- | --- |
| *Deliverable Description* | Identify each deliverable that you personally are responsible for. Do not list your group members’ deliverables. |
| *Due Date* | Enter the due date for each deliverable. |
| *Date Delivered* | When a deliverable is completed and demonstrated to your faculty advisor to their satisfaction, enter the date the deliverable was delivered. |
| *Faculty Advisor’s Initials & Date* | When a deliverable is completed and demonstrated to your faculty advisor to their satisfaction, the faculty advisor must initial and date this form to indicate as such. |
| *# of Days Early / Late* | If a deliverable is delivered early or late, record the number of days early or late in this column. |

Table 2 Deliverables due dates and completion log

|  | Functional Block and/or Software Development Deliverables | | | | Inspector Verification | | # of Days Early (E#) or Late (L#) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverable Description | | Group Effort? | Due  Date | Date Delivered | Initials | Date |
| 1. Faculty Advisor Meeting Schedule | | Y | 2/5 | 2/5 |  |  | 0 |
| 1. Group Report V1.1 – Requirements & Constraints (revisions) | | Y | 2/15 | 2/15 |  |  | 0 |
| 1. Group Report V1.2 – SMART Goals & Objectives (revisions) | | Y | 2/8 | 2/8 |  |  | 0 |
| 1. Group Report V1.3 – Risk Management (revisions) | | Y | 2/19 | 2/19 |  |  | 0 |
| 1. Unit 1 Solar Power | | N | 2/22 | 3/12 |  |  | L#18 |
| 1. Group Report V2 – Proposed Project | | Y | 3/19 | 3/19 |  |  | 0 |
| 1. Software Arch. Mobile Controls | | N | 3/12 | 3/12 |  |  | 0 |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| 1. Demonstrate the Completed Project | | Y | 4/5 | 4/9 |  |  | 0 |
| 1. SMART Goals Evaluation | | N | 4/30 | 4/30 |  |  | 0 |
| 1. Individual Report Version 1 | | N | 4/14 | 4/14 |  |  | 0 |
| 1. Individual Report Version 2 | | N | 4/30 | 5/1 |  |  | L#1 |
| 1. Group Report V3 – Delivered Project | | Y | 4/19 | 4/19 |  |  | 0 |
| 1. Group Report V4 – Evaluation | | Y | 4/30 | 4/30 |  |  | 0 |
| 1. Group Report (final draft) | | Y | 5/10 |  |  |  |  |
| 1. Individual Report (final draft) | | N | 5/10 |  |  |  |  |
| 1. Formal Presentation with Demonstration | | Y | 5/3 | 5/5 |  |  | E#1 |

1. SDD1 := Software Device Driver 1. The CPU that executes this software is located on inseparable assembly U5 within Unit 3 (3U5). [↑](#footnote-ref-1)