Project Report Template Instructions

The Project Report is due at the end of the semester prior to the Final Design Review. The use of a template will allow Engineering Service Learning teams to complete the Project Report in a timely manner. Users should insert text into the document preserving the styles that has been preset. Prompt questions have been provided to help with the development of the text and are in blue font.

REMOVE ALL BLUE TEXT PRIOR TO SUBMISSION.

Direct any questions regarding the project charter to your Teaching Assistant or Engineering Service Learning staff.

DELETE THIS PAGE SHOULD PRIOR TO COMPLETION AND SUBMISSION OF THIS DOCUMENT.

**Engineering Service Learning**

**at UC Merced**

**Project Report**

Team: [Team Name]

Project: [Project Title]

Date: [Due Date]

**Table of Contents**

[1 Design Status Summary 1](#_Toc500404876)

[2 Project Charter 2](#_Toc500404877)

[3 Overall Project Design 5](#_Toc500404878)

[3.1 Phase One: Project Identification (Example: fall 2015) 5](#_Toc500404879)

[3.2 Phase Two: Specification Development (semester worked on) 6](#_Toc500404880)

[3.3 Phase Three: Conceptual Design (semester(s) worked on) 7](#_Toc500404881)

[3.4 Phase Four: Detailed Design (semester(s) worked on) 9](#_Toc500404882)

[3.5 Phase Five: Delivery (semester(s) worked on) 11](#_Toc500404883)

[3.6 Phase Six: Service / Maintenance (semester(s) worked on) 12](#_Toc500404884)

[4 (Current semester) Semester Documentation Example: fall 2015 Semester Documentation 13](#_Toc500404885)

[4.1 Semester Example: fall 2015 Semester Phase in the Design Process 13](#_Toc500404886)

[4.2 Semester Proposed Semester Goal 13](#_Toc500404887)

[4.3 Semester Proposed Semester Timeline 13](#_Toc500404888)

[4.4 Semester Team Members 13](#_Toc500404889)

[4.5 Semester Task Descriptions 13](#_Toc500404890)

[4.6 Semester Proposed Semester Budget 13](#_Toc500404891)

[4.7 Semester Summary Progress 14](#_Toc500404892)

[5 Next Semester Transition Report (Example: fall 2017 Transition Report if spring 2017) 14](#_Toc500404893)

[5.1 Next Semester Proposed Semester Goal (i.e. fall 2017 Proposed Semester Goals, if spring 2017) 14](#_Toc500404894)

[5.2 Next Semester Proposed Semester Timeline 14](#_Toc500404895)

[5.3 Next Semester Proposed Task Description 15](#_Toc500404896)

[5.4 Next Semester Proposed Semester Budget 17](#_Toc500404897)

[5.5 Next Semester Proposed Resources Needed 17](#_Toc500404898)

[6 Appendix: Past Semesters 18](#_Toc500404899)

[6.1 Previous Semester (Example: Spring 2014 Semester if fall 2015 is current semester) Semester 18](#_Toc500404900)

[6.1.1 Previous Semester 1 Phase in the Design Process 18](#_Toc500404901)

[6.1.2 Previous Semester 1 Semester Goal 18](#_Toc500404902)

[6.1.3 Previous Semester 1 Proposed Semester Timeline 18](#_Toc500404903)

[6.1.4 Previous Semester 1 Task Description 18](#_Toc500404904)

[6.1.5 Previous Semester 1 Team Members 18](#_Toc500404905)

[6.1.6 Previous Semester 1 Proposed Semester Budget 18](#_Toc500404906)

[6.1.7 Previous Semester 1 Summary Progress 18](#_Toc500404907)

[6.2 Previous Semester (Example: fall 2015 Semester if spring 2015 is current semester) Semester 18](#_Toc500404908)

[6.2.1 Previous Semester 2 Phase in the Design Process 18](#_Toc500404909)

[6.2.2 Previous Semester 2 Semester Goal 18](#_Toc500404910)

[6.2.3 Previous Semester 2 Proposed Semester Timeline 18](#_Toc500404911)

[6.2.4 Previous Semester 2 Task Description 18](#_Toc500404912)

[6.2.5 Previous Semester 2 Team Members 18](#_Toc500404913)

[6.2.6 Previous Semester 2 Proposed Semester Budget 18](#_Toc500404914)

[6.2.7 Previous Semester 2 Summary Progress 18](#_Toc500404915)

# Design Status Summary

|  |  |
| --- | --- |
| **Phase 1: Project Identification** | Status: In progress, complete |
| Gate 1: Continue if have identified appropriate Engineering Service Learning project that meets a compelling need for the project partner. | |
| Date of Advisor approval: | Insert date of approval |
|  |  |
| **Phase 2: Specification Development** | Status: leave blank if not started, In progress, complete |
| Gate 2: Continue if project partner and advisor agree that you have identified the “right” need, specification document is completed and no existing commercial products meet design specifications. | |
| Date of Advisor approval: | Insert date of approval |
|  |  |
| **Phase 3: Conceptual Design** | Status: leave blank if not started, In progress, complete |
| Gate 3: Continue if project partner and advisor agree that solution space has been appropriately explored and the best solution has been chosen. | |
| Date of Advisor approval: | Insert date of approval |
|  |  |
| **Phase 4: Detailed Design** | Status: leave blank if not started, In progress, complete |
| Gate 4: Continue if can demonstrate feasibility of solution (is there a working prototype?). Project Partner and advisor approval required. | |
| Date of Advisor approval: | Insert date of approval |
|  |  |
| **Phase 5: Delivery** | Status: leave blank if not started, In progress, complete |
| Gate 5: Continue if Project Partner, Advisor and Engineering Service Learning Admin agree that project is ready for delivery! | |
| Date of Advisor approval: | Insert date of approval |
|  |  |
| **Phase 6: Service / Maintenance** | Status: leave blank if not started, In progress, complete |

# Project Charter

**\*\*\*\*\*\*COPY/PASTE FROM PROJECT CHARTER, IF COMPLETED\*\*\*\*\***

**USE THE BULLETED QUESTIONS TO HELP YOU ADDRESS THESE THREE GENERAL TOPICS. NOTE THAT ALL QUESTIONS DO NOT NEED TO BE ANSWERED.**

**Problem statement:** concise statement of your client (community partner organization), your client's specific problem that you will be addressing, who will benefit, and how. Provide information on the constraints, and resources.

* Who is the client (community partner organization) for this project?
* What is the overall mission of your community partner?
* Who does your community partner server? Who are their clients?
* What services does the client (community partner organization) provide to their clients?

**Solution statement:** concise statement of the solution that you will provide to meet the needs of the client (community partner organization). Describe the solution, including who will be affected (stakeholder groups), economic impact, adding capacity to the organization, and addressing the pressing need.

* Why are you doing the project (i.e. what is the motivation or need for the project?
* What specific problem/need are you addressing?
* How does your project fit within the mission of your client (community partner organization) and your team?
  + How does this project help the mission of the community partner?
* What are going to be the project deliverables, and effects on the client (community partner organization)?
* Will someone else be affected by the project after completion? If so, who?
  + Who has vital interest in the project’s success?
* What will be the economic impact of the project?
  + Will it save time for the community partner? Quantify how much $ in time savings.
  + Will this project result in an added capacity? What are the economic benefits to providing more services?
  + Will this project result in a new or improved way to bring in funding?

**Project timeline:** include a graphical timeline for the project and a description of the major milestones with projected deadlines.

**PROVIDE A GRAPHICAL TIMELINE AND A PARAGRAPH OUTLINING THE TIMELINE**

* What is the start date of the project?
* What is the expected date for completion of the project?
  + Include assessment of the fielded project into this date.
* What are the milestones and deadlines for the project? (these are not design phases, but could be related)
* Are there any factors that could negatively influence your timeline?
  + What are these factors?
  + How will you mitigate for them?

**Budget**

* What is the projected budget for the project?
* What categories make up the budget for the project?
* What factors might cause cost overruns?

**INCLUDE A PROJECTED BUDGET FOR THE PROJECT (TABLE)**

* Include a summary of the budget and how the categories will be used in the project. Budget categories may include costs associated with materials, travel, and other expenses associated with the project.

**DO NOT INCLUDE SPECIFIC DETAILS OF ITEMS YOU PROJECT TO PURCHASE IN THE TABLE.**

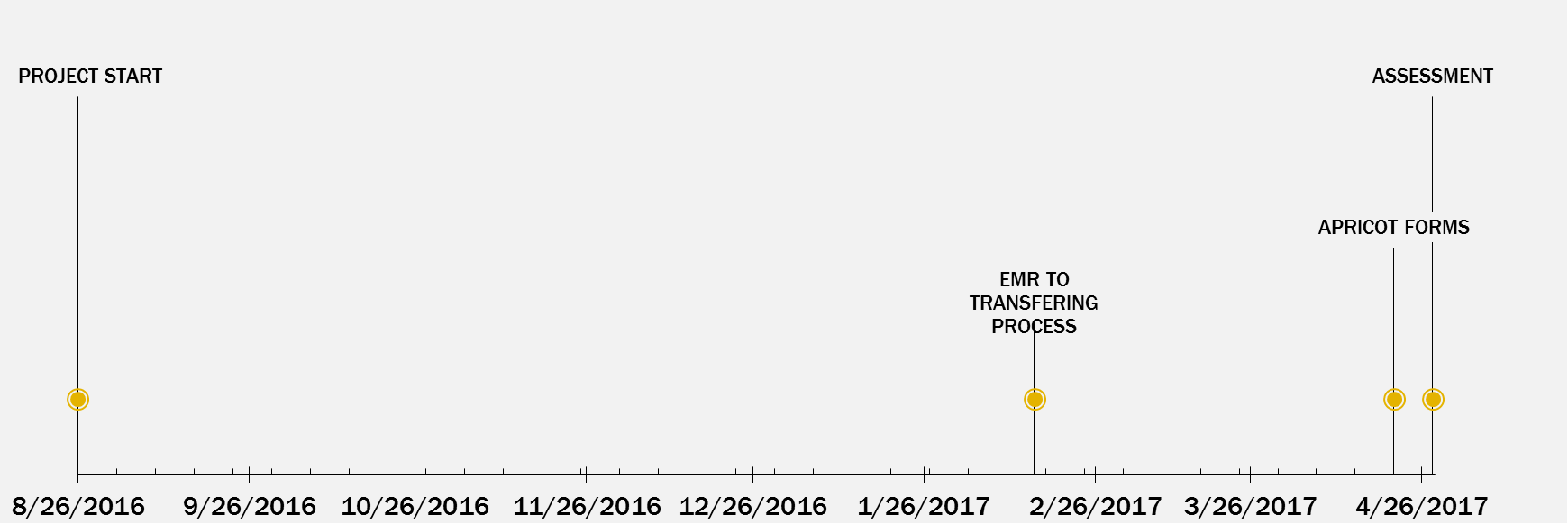
**EXAMPLE:**

The Merced County Rescue Mission (MCRM) works to serve the homeless community within Merced County and help them move towards a better life. The rescue mission provides both physical and spiritual needs, such as in the form of beds, food, clothing, personal care, and spiritual counseling. One such program within the MCRM, is the Hope Respite Care program which provides acute and post-acute medical care for homeless persons who are too ill or frail to recover from a physical illness or injury on the streets, but are not ill enough to be in a hospital and allows for a safe place to rehabilitate. Hope Respite Care offers patients a supportive environment with meals, oversight of medical treatment, follow-up care, and long-term housing options through case management. Through this program, the savings to Merced County was approximately $1.3 million last year alone in reoccurring emergency room costs.

The Hope Respite Currently program in its current state is able to provide support approximately twenty patients with nine rehabilitation beds. To manage the caseload of these patients, Hope Respite uses a paper-based filing system to hold medical records and patient profiles. This current system lacks easy way for the MCRM to track and report on the services provided through the Hope Respite project. As a result, many hours are spent compiling information to provide funding agencies regarding the services provided annually.

To address this challenge the MCRM has recently acquired a license to Apricot, an electronic file system that will be used to input and track client information for better case management and reporting. However, the transfer of the case management information to this new digital environment is costly in terms of time and money. The MCRM Engineering Service Learning team will be creating a system that will transfer all relevant case management information from its current paper form to the Apricot system. One hundred percent accuracy of the data transferred from the paper to the digital format is required. The result of this project will be to provide Hope Respite patient profiles within Apricot, and allow for more accurate reporting.

This reduction of administrative duties will allow for greater support for the homeless community in Merced County and the expansion of services to this community. It is estimated that Hope Respite will be able to increase their case load by at least 50%. The increased ability to track the serviced provided will also allow for improved reporting for grant applications, and other funding sources.



The anticipated duration of the Hope Respite Project is approximately 8 months, or 2 semesters, concluding in late April of 2017. The project start date is August 26, 2016. In the first part of January of 2017, the transfer process will be identified including the scanning of paper documents into a digital format. By mid-April of 2017, the transfer of digital forms to the Apricot management system will begin, followed by an assessment of the transfer process.

Insert the expected budget for the current semester through a table or a figure listing the major categories of the budget (i.e. travel, project supplies, training, etc.). DO NOT INCLUDE SPECIFIC DETAILS OF ITEMS YOU PROJECT TO PURCHASE IN THE TABLE.

**EXAMPLE:**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| FAA License | $150 |
| Travel | $300 |
| Project Materials | $200 |
| TOTAL | $650 |

The total budget for this semester is $650. The new pilot will need an FAA pilot license, which will cost $150. Travel will cost around $300, for going to any off campus events or to meet clients, and to visit the farm. Project materials are anticipated to cost $200 for things such as batteries, rotors and the camera mount.

**Location of signed Project Charter [hyperlink location on box of signed Project Charter]**

# Overall Project Design

## Phase One: Project Identification (Example: fall 2015)

|  |  |  |
| --- | --- | --- |
| **Phase 1: Project Identification** | **Status:** complete | **Evidence can be found:** |
| Goal is to identify a specific, compelling need to be addressed | | |
| Conduct needs assessment (if need not already defined) | leave blank if not started, In progress, complete, NA | Title of document (hyperlinked to location on box)  i.e. Needs Assessment |
| Stakeholders (identify, requirements, profiles) | leave blank if not started, In progress, complete, NA | i.e. Stakeholders |
| Understand the Context  (social, current situation and environment) | leave blank if not started, In progress, complete, NA | i.e. Context |
| Determine time constraints of the project | leave blank if not started, In progress, complete, NA | i.e. Time Constraints |
| Gate 1: Continue if have identified appropriate Engineering Service Learning project that meets a compelling need for the project partner [This includes a Project Charter] | | |
| Advisor approval: | Yes | Date: i.e. 10/15/2015 |

Insert the abstract from each document in this phase here.

## Phase Two: Specification Development (semester worked on)

|  |  |  |
| --- | --- | --- |
| **Phase 2: Specification Development** | **Status:** leave blank if not started, In progress, complete | **Evidence can be found:** |
| Goal is to understand “what” is needed by understanding the context, stakeholders, requirements of the project, and why current solutions don’t meet need, and to develop measurable criteria in which design concepts can be evaluated. | | |
| Create mock-ups and simple prototypes: quick, low-cost, multiple cycles incorporating feedback | leave blank if not started, In progress, complete, NA |  |
| Develop a task analysis and define how users will interact with project (user scenarios) | leave blank if not started, In progress, complete, NA | i.e. Task Analysis |
| Define customer requirements in more detail; get project partner approval | leave blank if not started, In progress, complete, NA | i.e. Customer Requirements |
| Develop Evaluation Criteria and specifications list | leave blank if not started, In progress, complete, NA | i.e. Specifications |
| Identify other solutions to similar needs and identify benchmark products (prior art) | leave blank if not started, In progress, complete, NA | i.e. Prior Art |
| Gate 2: Continue if project partner and advisor agree that you have identified the “right” need, specification document is completed and no existing commercial products meet design specifications. [This includes their agreeing that you have captured and documented the critical requirements and specifications for this project] | | |
| Advisor approval: | Yes / No erase No when completed, otherwise leave blank | Date: i.e. 10/15/2015 |

Insert the abstract from each document in this phase here.

## Phase Three: Conceptual Design (semester(s) worked on)

|  |  |  |
| --- | --- | --- |
| **Phase 3: Conceptual Design** | **Status:** leave blank if not started, In progress, complete | **Evidence can be found:** |
| Goal is to expand the design space to include as many solutions as possible. Evaluate different approaches and selecting “best” one to move forward. Exploring “how”. | | |
| Complete functional decomposition | leave blank if not started, In progress, complete, NA |  |
| Brainstorm several possible solutions | leave blank if not started, In progress, complete, NA |  |
| Create prototypes of multiple concepts, get feedback from users, refine specifications | leave blank if not started, In progress, complete, NA |  |
| Evaluate feasibility of potential solutions (proof-of-concept prototypes) | leave blank if not started, In progress, complete, NA |  |
| Choose "best" solution | leave blank if not started, In progress, complete, NA |  |
| Gate 3: Continue if project partner and advisor agree that solution space has been appropriately explored and the best solution has been chosen. | | |
| Advisor approval: | Yes / No erase No when completed, otherwise leave blank | Date: i.e. 10/15/2015 |

Insert the abstract from each document in this phase here.

## Phase Four: Detailed Design (semester(s) worked on)

|  |  |  |
| --- | --- | --- |
| **Phase 4: Detailed Design** | **Status:** leave blank if not started, In progress, complete | **Evidence can be found:** |
| Goal is to design working prototype which meets functional specifications. | | |
| Bottom-Up Development of component designs | leave blank if not started, In progress, complete, NA |  |
| Develop Design Specifications for  sub-components | leave blank if not started, In progress, complete, NA |  |
| Design for Failure Mode Analysis (DFMEA) | leave blank if not started, In progress, complete, NA |  |
| Prototyping of project, sub-modules and/or components | leave blank if not started, In progress, complete, NA |  |
| Field test prototype/usability testing | leave blank if not started, In progress, complete, NA |  |
| Gate 4: Continue if can demonstrate feasibility of solution (is there a working prototype?). Project Partner and advisor approval required. | | |
| Advisor approval: | Yes / No erase No when completed, otherwise leave blank | Date: i.e. 10/15/2015 |

Insert the abstract from each document in this phase here.

## Phase Five: Delivery (semester(s) worked on)

|  |  |  |
| --- | --- | --- |
| **Phase 5: Delivery** | **Status:** leave blank if not started, In progress, complete | **Evidence can be found:** |
| Goal is to refine detailed design so as to produce a product that is ready to be delivered! In addition, the goal is to develop user manuals and training materials. | | |
| Complete deliverable version of project including Bill of Materials | leave blank if not started, In progress, complete, NA |  |
| Complete usability and reliability testing | leave blank if not started, In progress, complete, NA |  |
| Complete user manuals/training material | leave blank if not started, In progress, complete, NA |  |
| Complete delivery review | leave blank if not started, In progress, complete, NA |  |
| Project Partner, Advisor, and Engineering Service Learning Admin Approval | leave blank if not started, In progress, complete, NA |  |
| Gate 5: Continue if Project Partner, Advisor and Engineering Service Learning Admin agree that project is ready for delivery! | | |
| Advisor approval: | Yes / No erase No when completed, otherwise leave blank | Date: i.e. 10/15/2015 |

Insert the abstract from each document in this phase here.

## Phase Six: Service / Maintenance (semester(s) worked on)

|  |  |  |
| --- | --- | --- |
| **Phase 6: Service / Maintenance** | **Status:** leave blank if not started, In progress, complete | **Evidence can be found:** |
| Evaluate performance of fielded project | leave blank if not started, In progress, complete, NA |  |
| Determine what resources are necessary to support and maintain the project | leave blank if not started, In progress, complete, NA |  |
| *Gate 6: Project Partner and Advisor approve continued fielding of project. If not, retire or redesign.* | | |
| Advisor approval: | Yes / No erase No when completed, otherwise leave blank | Date: i.e. 10/15/2015 |

Insert the abstract from each document in this phase here.

# (Current semester) Semester Documentation Example: fall 2015 Semester Documentation

## Semester Example: fall 2015 Semester Phase in the Design Process

**REVISE AND COPY FROM SEMESTER PROPOSAL**

Discuss what the current phase in the design process of the project is and how that relates to the overall timeline developed in the project charter. Note any changes that will need to be made to the overall project timeline.

**Example:**

The velocity track project is in the conceptual design phase of the project. We have identified that our partner, Mr. Hendrix needs to demonstrate how potential energy can be transferred to kinetic energy with a live demonstration. We have outlined a series of constraints and specifications listed sections 3.1, and 3.2, and are currently working to produce a prototype of a activity and a worksheet for students to use.

## Semester Proposed Semester Goal

**REVISE SEMESTER PROPOSAL AND INSERT PROPOSED SEMESTER GOAL PARAGRAPH**

Identify the specific goal for the project for the current semester, as agreed upon by the team, advisor and project partner. Review the Project Report from the previous semester if available.

**Example:**

By [date ~week 13, if not delivering this semester] the XXXX team will have completed [insert goal]. To meet this goal, the XXX team will be positioned to deliver in the XXXX semester. This will benefit the project by…

By April 21, 2017, the Merced County Rescue Mission Engineering Service Learning team will have completed a proof of concept prototype for the Hope Respite program at the Merced County Rescue Mission. This will include a proof of concept prototype with the appropriate HIPAA compliance and storage for patient data. This prototype will allow the team to lock down the sub-systems of the project and begin designing each one in parallel.

By April 21, 2017, the team will deliver the completed product. This means the team will have completed field-testing of the NDVI code, constructing the user interface, achieving autonomous flight and camera performance, and writing the user manual. After completion of prototyping and field-testing, the project will continue to the delivery and service/maintenance phases.

## Semester Proposed Semester Timeline

**REVISE PROPOSED SEMESTER TIMELINE SECTION AND INSERT FROM CURRENT SEMESTER PROPOSAL**

Insert a graphical timeline for the current semester, making sure to identify important milestones. Only include 1-3 milestones and the goal for the semester on the timeline. Use the Excel timeline file found on Catcourses.

Write a short paragraph describing the figure (timeline). Include a sentence of the goal (from previous paragraph) and the specifics listed as milestones. Include a sentence indicating how this relates to overall timeline in introduction section.

**Example:**

By April 21, 2017, the Merced County Rescue Mission Engineering Service Learning team will have completed a proof of concept prototype for the Hope Respite program at the Merced County Rescue Mission. By March 31, 2017, all the HIPAA features will have been accounted for in potential electronic medical record services in order to avoid unnecessary audits or violations of the law that is in place to protect patients. By April 15, 2017, the method of patient data storage will be in the proof of concept phase meaning that the appropriate database with double encryption that meets the users’ needs will be completed. By the end of the semester, a prototype that can be filed tested will be complete in order to transition into the final stage and complete our proof of concept.

## Semester Task Descriptions

**REVISE AND COPY TASK DESCRIPTION FROM SEMESTER PROPOSAL AFTER REVIEW**

Insert Gantt chart (excel file found on Catcourses in reports folder) with each task that is necessary to reach each milestone for each sub-team or the team as a whole. Tasks should be SMART (Specific, Measurable, Action Oriented, Realistic, and Time Sensitive).

Write a short paragraph describing each task. Task descriptions should be SMART (Specific, Measurable, Action Oriented, Realistic, and Time Sensitive).

* State the start time
* Define the task
  + Include specific details of how to complete task
* How does this task help to meet the milestone deadline or semester goal?

Example:

By week four, the team will complete the training phase of the project. This includes setting up Eclipse and the Java training Basic output, Input/Output, Data Types, Expressions, and Basic Control Flow. This will allow the team to move forward and work on the main code’s reliability.

By week four, the team will download Slack and GitHub. This includes creating an account for Slack and being able to open the code on GitHub. This is important because it allows the team to communicate and work outside of class.

By week three, the team will complete the task of contacting our client. This means Velocity Track team will email Mr. Boykin to arrange a meeting. This will ensure that the team is moving forward in the right direction.

By week four, the team will complete the project charter task. This includes approvals and signatures from the Community Partner, the Team Leader, and the Faculty Adviser. This will ensure that the team has an agreement with our clients. This document will be uploaded to the Phase Specification Development folder on the box.

By week seven, the team will complete the meeting with client task. At the meeting, the team will provide a project update and solicit feedback from the client about how useful the project is. This will ensure that the team is designing a project that will be useful to the client. Delivery Review document will be uploaded to the Phase Delivery folder on the box.

## Semester Team Members

**REVISE TEAM MEMBER SECTION AND INSERT FROM SEMESTER PROPOSAL. REVISE TO INCLUDE TASKS WORKED ON BY EACH TEAM MEMBER. REWORD TO MAKE PAST TENSE.**

Example:

Chris worked (note: past tense) on all stakeholder documents, specification criteria, functional decomposition, 2nd prototype, user manual, and the delivery checklist

Natalie worked on the stakeholder documents, prior art, outline of deliverable report, and weekly status updates.

## Semester Proposed Semester Budget

**REVISE AND UPDATE BUDGET TABLE/CHART AND TEXT FROM THE PROPOSED BUDGET FROM CURRENT SEMESTER PROPOSAL WITH EXPENSES INCURRED THIS SEMESTER.**

Insert the expected budget for the current semester through a table or a figure listing the major categories of the budget (i.e. travel, project supplies, training, etc.). DO NOT INCLUDE SPECIFIC DETAILS OF ITEMS YOU PROJECT TO PURCHASE IN THE TABLE.

Include a summary of the budget and how the categories or purchases will benefit the project and to meet the milestones or semester goal. Budget categories may include costs associated with materials, travel, and other expenses associated with the project. Only include specific examples of items to purchase as an example. The budget should reflect the costs associated with the semester goal.

**EXAMPLE:**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| FAA License | $150 |
| Travel | $300 |
| Project Materials | $200 |
| TOTAL | $650 |

The total budget for this semester is $650. The new pilot will need an FAA pilot license, which will cost $150. Travel will cost around $300, for going to any off campus events or to meet clients, and to visit the farm. Project materials are anticipated to cost $200 for things such as batteries, rotors and the camera mount.

## Semester Summary Progress

**CREATE AND INSERT AN UPDATED SEMESTER TIMELINE (IF DIFFERENT)**

Write a paragraph comparing the actual semester timeline to proposed semester timeline (if different). What aspects varied the most from proposed to actual?

**COPY ABSTRACTS FROM DESIGN DOCUMENTS CREATED THIS SEMESTER FROM SECTION 3.**

**WRITE A PARAGRAPH(S) INCLUDING ANYTHING OF NOTE RELEVANT FOR FUTURE TEAMS TO NOTE.**

Discuss the progress made during the current semester, including any pitfalls that you encountered that would be helpful for future teams to avoid as well as any best practices you found that helped you to advance the status of the project or work well as a team. Include detailed summaries of all tasks completed this semester, and where supporting documentation is located.

# Next Semester Transition Report (Example: fall 2017 Transition Report if spring 2017)

**DELETE THIS SECTION IF COMPLETING PROJECT THIS SEMESTSER.**

## Next Semester Proposed Semester Goal (i.e. fall 2017 Proposed Semester Goals, if spring 2017)

Identify the specific goal for the project for next semester, as agreed upon by the team, advisor and project partner.

Example:

By [date ~week 13, if not delivering this semester] the XXXX team will have completed [insert goal]. To meet this goal, the XXX team will be positioned to deliver in the XXXX semester. This will benefit the project by…

By April 21, 2017, the Merced County Rescue Mission Engineering Service Learning team will have completed a proof of concept prototype for the Hope Respite program at the Merced County Rescue Mission. This will include a proof of concept prototype with the appropriate HIPAA compliance and storage for patient data. This prototype will allow the team to lock down the sub-systems of the project and begin designing each one in parallel.

By April 21, 2017, the team will deliver the completed product. This means the team will have completed field-testing of the NDVI code, constructing the user interface, achieving autonomous flight and camera performance, and writing the user manual. After completion of prototyping and field-testing, the project will continue to the delivery and service/maintenance phases.

## Next Semester Proposed Semester Timeline

Insert a graphical timeline for the next semester, making sure to identify important milestones. Only include 1-3 milestones and the goal for the semester on the timeline. Use the Excel timeline file found on Catcourses.

Write a short paragraph describing the figure (timeline). Include a sentence of the goal (from previous paragraph) and the specifics listed as milestones. Include a sentence indicating how this relates to overall timeline in introduction section.

Example:

**COPY/PASTE TIMELINE FROM EXCEL “TIMELINE” FILE**

By April 21, 2017, the Merced County Rescue Mission Engineering Service Learning team will have completed a proof of concept prototype for the Hope Respite program at the Merced County Rescue Mission. By March 31, 2017, all the HIPAA features will have been accounted for in potential electronic medical record services in order to avoid unnecessary audits or violations of the law that is in place to protect patients. By April 15, 2017, the method of patient data storage will be in the proof of concept phase meaning that the appropriate database with double encryption that meets the users’ needs will be completed. By the end of the semester, a prototype that can be filed tested will be complete in order to transition into the final stage and complete our proof of concept.

## Next Semester Proposed Task Description

Insert Gantt chart (excel file found on Catcourses in reports folder) with each task that is necessary to reach each milestone for each sub-team or the team as a whole. Tasks should be SMART (Specific, Measurable, Action Oriented, Realistic, and Time Sensitive).

Write a short paragraph describing each task. Task descriptions should be SMART (Specific, Measurable, Action Oriented, Realistic, and Time Sensitive).

* State the start time
* Define the task
  + Include any specific details
* How does this task help to meet the milestone deadline or semester goal?

Example:

By week four, the team will complete the training phase of the project. This includes setting up Eclipse and the Java training Basic output, Input/Output, Data Types, Expressions, and Basic Control Flow. This will allow the team to move forward and work on the main code’s reliability.

By week four, the team will download Slack and GitHub. This includes creating an account for Slack and being able to open the code on GitHub. This is important because it allows the team to communicate and work outside of class.

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By week four, the team will complete the project charter task. This includes approvals and signatures from the Community Partner, the Team Leader, and the Faculty Adviser. This will ensure that the team has an agreement with our clients. This document will be uploaded to the Phase Specification Development folder on the box.

By week seven, the team will complete the meeting with client task. At the meeting, the team will provide a project update and solicit feedback from the client about how useful the project is. This will ensure that the team is designing a project that will be useful to the client. Delivery Review document will be uploaded to the Phase Delivery folder on the box.

## Next Semester Proposed Semester Budget

Insert the expected budget for the next semester as a table or a figure with categories for your budget (i.e. travel, project supplies, training, etc.). DO NOT INCLUDE SPECIFIC DETAILS OF ITEMS YOU PROJECT TO PURCHASE IN THE TABLE.

Include a summary of the budget and how the categories or purchases will benefit the project and to meet the semester goal. Budget categories may include costs associated with materials, travel, and other expenses associated with the project. Only include specific examples of items to purchase as an example. The budget should reflect the costs associated with the semester goal.

EXAMPLE:

|  |  |
| --- | --- |
| **Item** | **Cost** |
| FAA License | $150 |
| Travel | $300 |
| Project Materials | $200 |
| TOTAL | $650 |

The total budget for **next** semester is $650. The new pilot will need an FAA pilot license, which will cost $150. Travel will cost around $300, for going to any off campus events or to meet clients, and to visit the farm. Project materials are anticipated to cost $200 for things such as batteries, rotors and the camera mount.

## Next Semester Proposed Resources Needed

**Delete this section if no resources needed**

Provide a summary of the resources that are anticipated to meet the proposed goals for next semester. Delete this section if you do not need any additional resources

This section may include:

* Specialty equipment/software needed
* Outside resources you may draw on
* Additional lab space required

# Appendix: Past Semesters

## Previous Semester (Example: Spring 2014 Semester if fall 2015 is current semester) Semester

### Previous Semester 1 Phase in the Design Process

### Previous Semester 1 Semester Goal

### Previous Semester 1 Proposed Semester Timeline

### Previous Semester 1 Task Description

### Previous Semester 1 Team Members

### Previous Semester 1 Proposed Semester Budget

### Previous Semester 1 Summary Progress

## Previous Semester (Example: fall 2015 Semester if spring 2015 is current semester) Semester

### Previous Semester 2 Phase in the Design Process

### Previous Semester 2 Semester Goal

### Previous Semester 2 Proposed Semester Timeline

### Previous Semester 2 Task Description

### Previous Semester 2 Team Members

### Previous Semester 2 Proposed Semester Budget

### Previous Semester 2 Summary Progress