Appendix A: Project Proposal Form

Team letter:		Name of person elected as team leader:	

Responsibilities

List the responsibilities of each team member.

Lab pair no.	Name	Design responsibility

Overall Design Summary

Give a summary of your design. Please make explicit exactly what you intend to build. Remember, a working design with more features would always obtain better marks. Be aware that you will be marked against what you declare in this document. YOU are setting the standard, YOU choose your goals and what you want to achieve.

Include a SPECIFICATION for the system you are designing. Be ***specific***, it's a ***specific***ation – e.g. the specification of the audio amplifier is: a gain of *x*, a bandwidth of *y*, capable of amplifying two independent audio channels, etc.

Module Design Proposals

Please give details of each module of your overall design. In particular, give interfacing details between your module and other parts of the system. Complete one of these pages for each module of the design (continue on an additional sheet if necessary).

Names of people involved:	
Title of Module:	

Cost Estimates

Please give detailed calculations and estimates of the overall cost of your proposed design below. Take care to include person-hour estimates for your software, board production and debugging, as well as your components and consumables. You should also estimate the production cost of your final unit (you may assume a large quantity are to be produced), the market price and determine how many need to be sold to be profitable.

Prototyping and Construction Method

Briefly describe your proposed method(s) of prototyping and construction, including whether you will use any surface mount packages.

Planned Project Activities

Please list the activities that you intend taking place during your laboratory time, and indicate when they should occur, and who will do them. The 'Initials' column must specify only one person. If two people are working on the same subsystem or task, you should list this as two separate activities, and be clear about what each individual is contributing to it.

Activity	Initials	Fri am	Fri pm	Mon am	Mon pm	Tue	Wed	Thu	Fri am	Fri pm	Mon am	Mon pm

Risk Management

The D4 exercise is intensive, having demanding requirements yet running over a very short period of time. Successful project management requires management (i.e. planning) of risks. On the right hand side of this form, you should identify the predominant risks to your project, and the controls that you are going to put in place to minimise/mitigate them. Some things you may want to consider are illness of a team member(s), disruption to lab access, broken/faulty components, etc.

Evaluating risk

Severity \ Likelihood	1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
1 Trivial	1	2	3	4	5
2 Minor	2	4	6	8	10
3 Lost time	3	6	9	12	15
4 Major	4	8	12	16	20
5 Fatal	5	10	15	20	25

International Register of Certified Auditors (IRCA), "A History of Risk",
http://www.irca.org/Global/Images/technical/inform/issue%2024/24-SAsbury-Figure1.jpg

Hazard	Severity	Likelihood	Risk	Control	Controlled Severity	Controlled Likelihood	Controlled Risk
Components are damaged/broken through misuse	3	4	12	Comply with ESD handling guidelines. Confirm correct wiring with datasheet before applying power. Turn off power before rewiring. Order a spare of key components, if budget permits.	2	2	4