**EE/CME 495 Project Management Update**

Group Number: 5

Group Members: Jordan Smith, Thomas Hu, Jason Wong

Dates Covered: November 1, 2019 to November 21, 2019

Part 1: Analysis of Task Progress

Shown below is the work completed by the group during the time period of November 1, 2019 to November 21, 2019.

The task numbers in the tables of this document correlate to the task numbers shown in the Work Breakdown Structure table found in revision 2 of CD2 – EE495/CME495 Project Plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Initial Completion (%)** | **Planned Completion (%)** | **Actual Completion (%)** | **Planned Hours** | **Actual Hours** |
| 5.0 Draft Detailed System Design Document | 0% | 50% | 50% | 22.5 | 20 |
| 5.1 Perform System Design | 0% | 50% | 50% | 8 | 8 |
| 5.1.1 Create Block Diagram | 0% | 50% | 50% | 2 | 1 |
| 5.2 Perform Hardware Design | 0% | 50% | 50% | 5 | 5 |
| 5.2.1 Draft Design Schematics | 25% | 50% | 50% | 7 | 2 |
| 5.2.2 Spec System Components | 50% | 100% | 75% | 4 | 6 |
| 5.3 Research Code Design | 25% | 25% | 25% | 3 | 1 |
| 5.3.1 Design Source Code | 10% | 25% | 25% | 2 | 2 |
| 6.0 Interim Project Presentation | 0% | 100% | 100% | 8 | 12 |
| 6.1 Interim Project Report | 0% | 80% | 50% | 15 | 10 |

Shown in the table below is the planned and actual number of hours spent by each team member.

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Member** | **Planned Hours** | **Actual Hours** | **Main Tasks** |
| Jordan Smith | 26.5 | 18 | 5.2, 5.2.1, 5.2.2, 6.0, 6.1 |
| Jason Wong | 25 | 20 | 5.2.2, 5.3, 5.3.1, 6.0, 6.1 |
| Thomas Hu | 25 | 19 | 5.1, 5.1.1, 6.0, 6.1 |

Significant Deviations to the Project Plan are described below:

Jordan Smith has drafted a schematic for the hardware component of this design. Components have been found that meet specifications and a BOM has been submitted to the client for approval. Finding components for the design took considerably longer than expected and some final decisions need to be approved from the client before moving forward.

Jason Wong has ordered an Arduino Uno R3 for this project. In addition, the presentation PowerPoint has been completed and the team will conduct meetings for interim report.

Thomas Hu has been working on the detailed system design document and interim report. These reports experienced a slight delay from waiting on a final system design to be finalized.

Part 2: Future Task Planning

Shown below is the work that is planned to be completed by the group during the time period of November 22, 2019 to December 5, 2019.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Initial Completion (%)** | **Planned Completion (%)** | **Planned Hours** |
| 5.0 Draft Detailed System Design Document | 50% | 100% | 10 |
| 5.2 Perform Hardware Design | 50% | 100% | 5 |
| 5.2.1 Draft Design Schematics | 50% | 100% | 5 |
| 5.3 Research Code Design | 40% | 50% | 3 |
| 5.3.1 Design Source Code | 25% | 50% | 4 |
| 6.1 Interim Project Report | 50% | 100% | 5 |
| 6.2 Interim Presentation | 90% | 100% | 5 |

Shown in the table below is the planned number of hours to be spent by each team member.

|  |  |  |
| --- | --- | --- |
| **Group Member** | **Planned Hours** | **Main Tasks** |
| Jordan Smith | 14 | 5.2, 5.2.1, 6.1 |
| Jason Wong | 15 | 5.3.1, 6.1 |
| Thomas Hu | 15 | 5.0, 6.1 |

Part 3: Risk Mitigation

A major technical risk to the project is the time it takes for the supplier and client to order the correct parts needed for this project. This poses a problem because it can potentially delay the progress of our project if we do not have all the parts to begin assembling and testing. We are trying to mitigate this risk by maintaining professional communication with the suppler/client and responding to emails as quick as possible.

The project going forward at this time will possibly have some set backs due to final exams and end of term. To mitigate this risk, we are going to work on the project over the holidays.