**EE/CME 495 Project Management Update**

Group Number: 5

Group Members: Jordan Smith, Thomas Hu, Jason Wong

Dates Covered: December 6, 2019 to January 16, 2020

Part 1: Analysis of Task Progress

Shown below is the work completed by the group during the time period of December 6, 2019 to January 15, 2020.

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** |
| 5.2 Perform Hardware Design | 50% | 100% | 75% | 5 | 6 |
| 5.2.1 Draft Design Schematics | 50% | 100% | 75% | 5 | 3 |
| 5.3 Research Code Design | 40% | 50% | 40% | 3 | 2 |
| 5.3.1 Design Source Code | 25% | 50% | 30% | 4 | 2 |

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 | 10 | 9 | 5.2, 5.2.1 |
| Jason Wong | 10 | 2 | 5.3, 5.3.1 |
| Thomas Hu | 10 | 2 | 5.2, 5.2.1, 5.3, 5.3.1 |

Significant Deviations to the Project Plan are described below:

Jordan Smith has made some alterations to the design, correcting some oversights and adding robustness to some of the sections. The full system will be tested once each section’s operation has been verified.

Jason Wong has begun coding the rotational functions for the project and will continue to research and test out the parameters for the recall position.

Thomas Hu will assist Jordan and Jason in their research and design on building circuit and coding for the system.

Part 2: Future Task Planning

Shown below is the work that is planned to be completed by the group during the time period of January 17, 2020 to February 5, 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Initial Completion (%)** | **Planned Completion (%)** | **Planned Hours** |
| 5.2 Perform Hardware Design | 75% | 100% | 5 |
| 5.2.1 Draft Design Schematics | 75% | 100% | 5 |
| 5.3 Research Code Design | 40% | 50% | 10 |
| 5.3.1 Design Source Code | 25% | 50% | 10 |
| 7.0 E-stop Circuit Build and Test | 0% | 100% | 5 |
| 7.0.1 Signal Firing Circuit Build and Test | 0% | 100% | 5 |
| 7.0.2 Encoder Return Circuit Build and Test | 0% | 100% | 5 |
| 7.0.3 Button Control Build and Test | 0% | 100% | 5 |
| 7.0.4 LED/Sound Indicator Circuit | 0% | 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 | 30 | 5.2, 5.2.1, 7.0, 7.0.1, 7.0.2, 7.0.3, 7.0.4 |
| Jason Wong | 20 | 5.3, 5.3.1 |
| Thomas Hu | 20 | 5.2, 5.2.1, 5.3, 5.3.1 |

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 supplier/client and responding to emails as quick as possible.

The project going forward at this time will possibly have some set backs due to other classes and exams. To mitigate this risk, we are going to work on the project weekly and communicate as much as possible.