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| --- | --- | --- | --- | --- |
| **Section** | **Plan** | **Person(s)** | **Due By** | **Done** |
| Title Page | Steal from PDS + update | Katherine | 3/13 |  |
| Executive Summary | Write | Katherine | 3/13 |  |
| Table of Contents | Build Using Google Docs Table of Contents | All - while writing document  Katherine | 3/13 |  |
| Intro and Background | Steal from PDS + review | Katherine | 3/13 |  |
| Mission Statement | Steal from PDS + review | Katherine | 3/13 |  |
| Latest project planning document or top level Gantt Chart | Steal from PDS + update / potentially reformate | Parker Southwick | 3/13 |  |
| Corrected and updated final PDS summary | Steal from PDS + update | Tyler | 3/13 |  |
| Top level external search | Write w/ inspo from PDS | Tyler  Tom | 3/13 |  |
| Top level internal search | Write w/ inspo from PDS | Tyler  Parker Southwick | 3/13 |  |
| Top level final design evaluation and selection | Write from scratch | Tom  Jeremy | 3/13 |  |
| Progress on detailed design | Write from scratch | Tom  Jeremy  Griffin | 3/13 |  |
| Conclusion and recommendations | Write from scratch | Katherine | 3/13 |  |
| References | Write from scratch | Katherine | 3/13 |  |
| Appendix | Matlab code, plot of results | Tom  Griffin | 3/13 |  |
| Final Review/Turn in |  | Tom | 3/15 |  |

Total pages < 15 (single-sided, 1.5 spacing, font size 12)

Excludes – Title page, executive summary, and table of contents

Appendix attachments not included and are unlimited

1. Title Page
   1. Project title
   2. Group members
   3. Academic Advisor
   4. Industry Advisor
   5. Sponsoring Company
   6. Date
   7. “Progress Report – Winter 2019”
2. Executive Summary
3. Table of Contents
4. Intro and background info [1/2 – 1]
5. Mission statement [1/2]
6. Latest project planning document or top-level Gantt Chart [1/2 – 1]
7. Corrected and updated final PDS summary [1]
8. Top level external search [1/2 – 1]
9. Top level internal search [1 – 3]
10. Top level final design evaluation and selection [2 or more]
    1. Concept Scoring Matrix
    2. Concept Screening Matrix (not required but can be an attachment)
11. Progress on detailed design (decisions beyond conceptual) [1 or more]
    1. Detail design means determining the specifics of a component, assembly, or off-the-shelf unit. This is called “engineering the product” or “embodiment”. It starts with a set of requirements (just like PDS was for the total product) and goes through the same design process in a smaller scale. When reporting on such design work you must conform to the required format [See the class web site under “Presentation of Analyses”]
12. Conclusion and recommendations [1/2 – 1]
    1. Assessment of design progress
    2. Main decisions made
    3. Milestones achieved
    4. Proximity to completion and project plan
    5. Indicate next main tasks and milestones
    6. Current state of product relative to customer needs
       1. Where design exceeds customer needs
       2. Where the team had to compromise
13. Appendix