



ES1050



Western
Engineering

Week 14

Today's Agenda



Reminders Page



Workshop ComPAIR Due

- Pick a line from your team's Gantt chart
- ComPAIR closes Friday Jan 28th

1st Design Critique ComPAIR Due

- Empathy Artifact – opens Jan 26th
- ComPAIR submissions close Friday Feb 4th
- Comparison closes Friday Feb 11th

Minutes

- Are you following up on your actions?
- Candidate for grading

Project Planning Workshop Summary

1. Stakeholder Identification

2. Project Scope

3. Work Breakdown Structure

4. Network Diagram

5. Gantt Chart

6. Risk Analysis

7. Execute!

Studio Activities

Project Plan (~30-40 min)

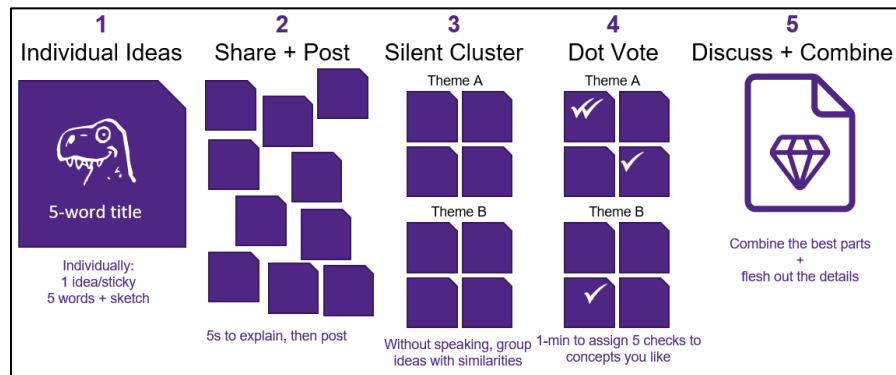
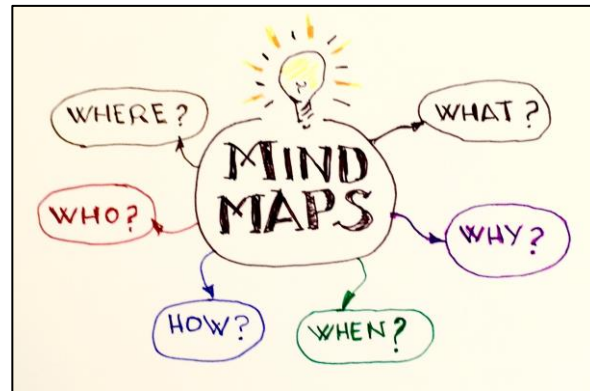


- Finish 1st plan draft
 - See workshop slides & Miro for examples and templates
 - Be consistent with stakeholders, scope and need statements
 - Emphasis now on WBS → Network Diagram → Gantt
 - Look at the *Winter Term Overview* document to capture major activities
 - Be SMART with your work packages:
 - Specific, Measurable, Achievable, Relevant, Time-Bound
 - “Specific” includes which individual person is assigned to the work
 - Applies more to near/medium-term tasks, and less to future, undefined tasks
 - Don’t forget risk analysis activity
- You will revisit and iterate before *submission for grading* later in the term as part of project team deliverables
 - See *Winter Term Overview.pdf*

Solution Ideation (~30-40 min)



- Start thinking about **how** to accomplish your Need Statement
 - You will refine this list next week
- Use brainstorming techniques such as mind maps, KJ/Affinity Diagrams
- Identify knowns and unknowns
 - Should drive further questions, research and project plan updates



Client Meeting Prep (~20-30 min)



Open-ended Questions:

- Follow-ups from your research, reflection and brainstorming
- Validate your Need Statement (User, Need, Insights)!
- **Do not directly** ask “this or that specific solution”
 - OK to ask clients' perspectives on high-level concepts, aspects or approaches you have in mind
 - What insights and unmet needs can you derive from this?
- **Pick a Single Team Speaker (Camera on)!**
 - Consider a different speaker than last time
 - Synchronize through team chats to share questions

Today's Teamwork Checklist



1) Draft Project Plan

Six sections (see workshop slides & Miro for info)

Be SMART with your work packages

Iterate the plan

2) Solution Ideation

Transition into HOW

Brainstorm

Update knowns & unknowns

3) Client Meeting Prep

Follow-up questions

Do not directly ask about specific solutions

Focus on client needs and insights



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