

**Group/project:**

**PM/SE Tutor:**

This document contains the completed checklist for the Systems Engineering and Project Management items addressed in the Design Synthesis Exercise as listed in the title.

The checklists will be completed by the SE/PM tutors for **one issue** of each of the following documents:

- Project Plan (PP)
- Baseline Report (BR)
- Mid-Term Report (MR)
- (Draft) Final Report (FR)

**Project Plan (15 points maximum + 1.5 point maximum bonus)**

<i>No.</i>	<i>product</i>	<i>Present [1]</i>	<i>sufficient quality [1]</i>	<i>integrated in DSE [1]</i>	<i>total</i>
14	DSE work flow diagrams (KO-MTR)				
15	DSE work break-down structure (KO-MTR)				
17	DSE project approach description (KO-MTR)				
18	DSE Gantt chart (KO-MTR)				
19	DSE team organization/organogram & human resource allocation (KO-MTR)				
X1	Good documentation management (versioning, template, traceability) [+½]				
X2	Good project procedures (minutes, meetings, invitations, contact) [+½]				
X3	Risk management available with respect to planning [+½]				
X4	Inconsistency between WFD, WBS, Gantt [-½]				
X5	Too late delivery [-½]				
X6	Poor quality of the report (no references, no abbreviations, no index, etc) [-½]				
	Total points scored (max 16.5 pts)				

In exceptional cases half a point may be allocated for an entry, if the subject is addressed, but not in the form intended.

Comments:

**Baseline Report (or, if no Baseline Report is generated, a Requirements Analysis Report)  
(18 points maximum)**

No.	product	Present [1]	sufficient quality [1]	Integrated in DSE [1]	total
2	functional flow diagram(s)				
3	functional breakdown structure				
5	requirements discovery tree & requirements structuring				
7	technical resource budgets (allocation & contingencies)				
9	technical risk assessment/risk map				
10	design option structuring (tree)				
X1	Poor documentation management (versioning, template, traceability) [-1/2]				
X2	Inconsistency between FFD, FBS, DOT [-1/2]				
X3	Poor quality of the report (no references, no abbreviations, no index, etc) [-1/2]				
	Total points scored (max 15 pts)				

Comments:

**Mid-Term Report (maximum 42 points):**

No.	product	present	sufficient quality	integrated in DSE	total
4	Market analysis				
8	contingency management				
9	technical risk assessment/risk map				
10	design option structuring (tree)				
11	trade method, rationale & organization				
12	trade criteria				
13	criteria weight factors				
14	DSE work flow diagrams (MTR-FR)				
15	DSE work break-down structure (MTR-FR)				
17	DSE project approach description (MTR-FR)				
18	DSE Gantt chart (MTR-FR)				
19	team organization/organogram & human resource allocation (MTR-FR)				
21	trade summary table				
25	operations & logistic concept description				

No.	<i>product</i>	<i>present</i>	<i>sufficient quality</i>	<i>integrated in DSE</i>	<i>total</i>
X1	Poor documentation management (versioning, template, traceability) [-½]				
X3	Poor quality of the report (no references, no abbreviations, no index, etc) [-½]				
	Total points scored (max 42 pts)				

Comments:

### Final Report (maximum 30 points)

No.	<i>product</i>	<i>Present [1]</i>	<i>sufficient quality[1]</i>	<i>integrated in DSE[1]</i>	<i>total</i>
2	functional flow diagram(s)				
3	functional breakdown				
7	technical resource budgets (allocation & contingency)				
9	technical risk assessment/risk map				
22	project design & development work flow diagrams (past FR)				
24	project Gantt chart (past FR)				
25	operations & logistic concept description				
27	cost break-down structure & cost estimate				
29	H/W, S/W diagrams (e.g., structures technical drawings, (sub)systems interaction diagrams, software block diagrams, electric and data handling block diagrams, etc.)				
31	Compliance matrix (table tick marks for all requirements that are met)				
X1	Poor documentation management (versioning, template, traceability) [-½]				
X2	Poor quality of the report (no references, no abbreviations, no index, etc) [-½]				
X3	Late delivery >24h				
	Total points scored (max 30 pts)				

Comments:

### Total score

<i>Checklist</i>	<i>Weight factor</i>	<i>Grade (scale 1 10)</i>	<i>Weight x Grade</i>
Project Plan (PP)			
Baseline Report (BR)			
Mid-Term Report (MR)			
(Draft) Final Report (FR)			
Total grade			