

Project Plan Presentation





Group 1

Producing a Souvenir for YC Open Day

Group 1

Leader:

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Members:

Jason Fung

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Raymond Siu

Presentation Outline

Background
Project Purpose

Requirements
Success criteria

Jason

People involved
Potential problems

Milestone
Resources needed
Project outputs

Rita

Tracy

Raymond

Project Background

Youth College (YC) Open Day

- **Annual event:** to promote various study programmes
- **This year:** the Pro-Act Centre (Mechanical Engineering) will host a workshop on producing a 3D-printed keychain



Project Purpose

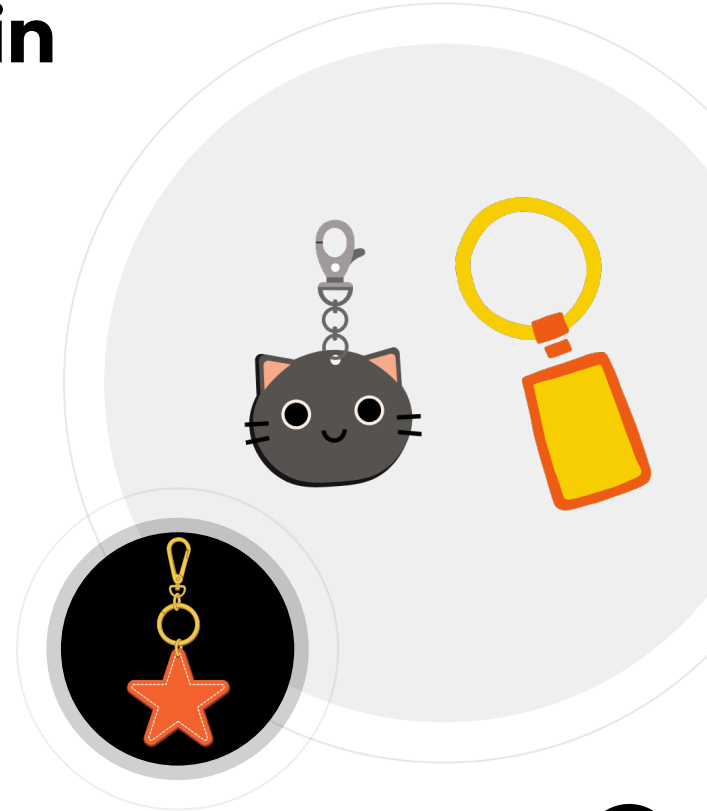
- To design and produce the prototype of a 3D-printed keychain to be given to the visitors on YC Open Day



Requirements of the Keychain

The keychain should be:

- attractive, compact and portable for visitors
- promotional



Success Criteria

- ✓ Attract 200 visitors
- ✓ Achieve 80% satisfaction rate
- ✓ Participants can describe 3D-printing steps
- ✓ Conduct the workshop smoothly with no safety incidents.



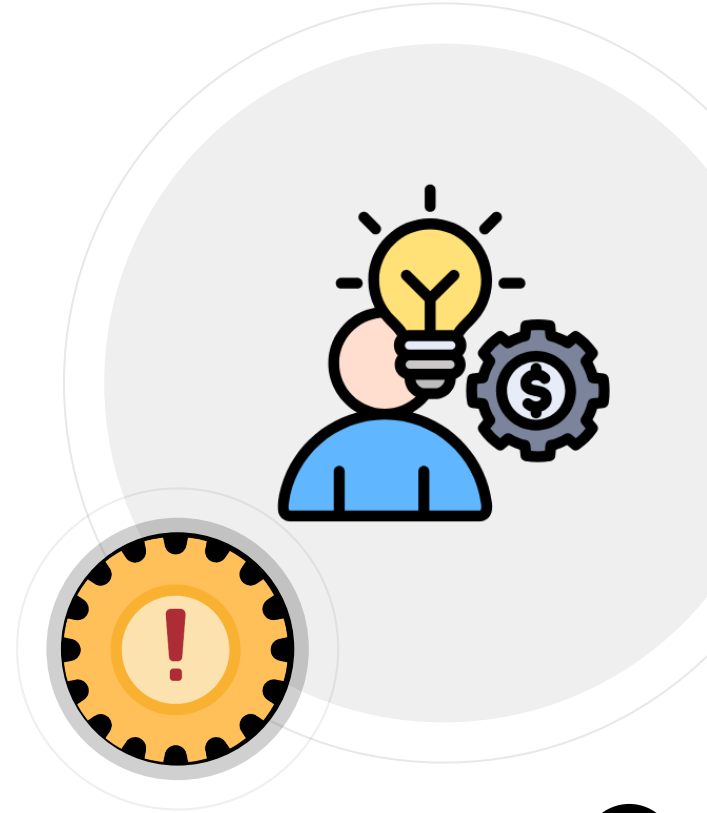
People Involved

- Project supervisors
- YC staff and students
- Secondary school students
(prospective students) and their teachers
- Parents
- Industry partners
- Media
- General public



Potential Problems

- Low attendance due to unclear promotion
- Overcrowding and long queues
- Insufficient staff for registration and guidance
- 3D printer issues causing delays



Milestone

Completed Tasks

- ✓ Discussion on souvenir design (Week 3)
- ✓ Production drafts (Weeks 4-6)
- ✓ Production preparation (Weeks 7-9)



Milestone (Con't)

Upcoming Tasks

By Week 10

- Production of prototype

By Week 11

- Production testing

By Week 13

- Conducting interviews with different stakeholders
- Identify pros and cons of the keychain
- Suggest two ways for improvement



Milestone (Con't)

Upcoming Tasks

By Week 14

- Tackle challenges encountered

By Week 15

- Submit Progress Report

By Week 20

- Submit Final Report

Week 22

- Final Report Presentation



Resources Needed

1. Human resources

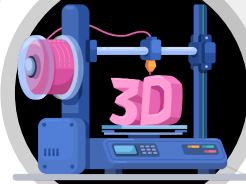
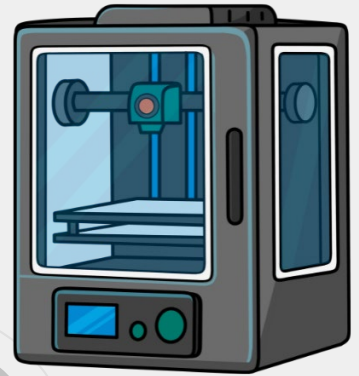
- 2-3 instructors/technicians
→ to demonstrate and operate 3D printers
- 4-6 student helpers
→ for registration, guiding visitors, and crowd management



Resources Needed (Con't)

2. Equipment & Materials

- 3-5 3D printers with computers, slicing software, and power backups
- sufficient filament, spare parts, sample keychains, and safety equipment



Resources Needed (Con't)

3. Venue & Setup

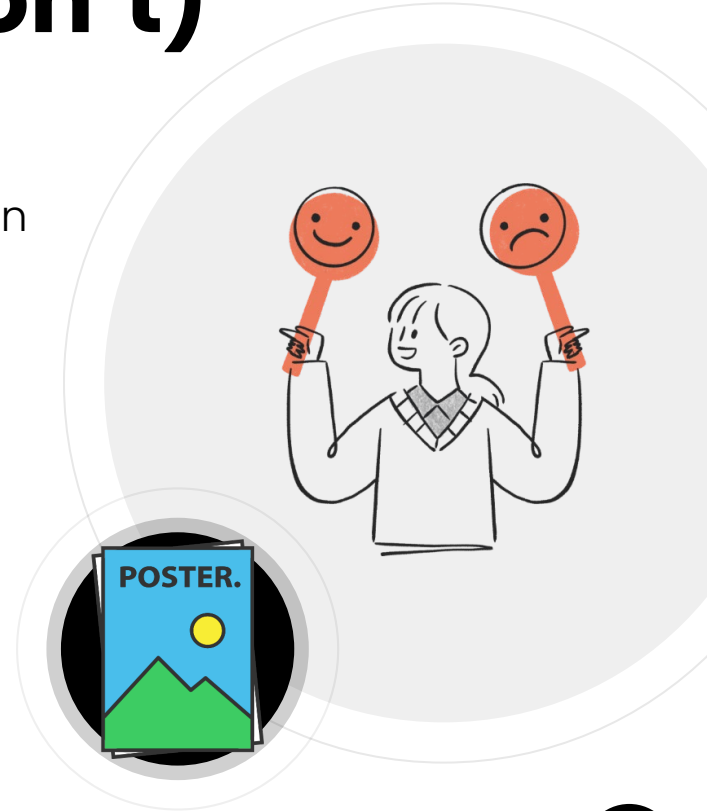
- designated workshop space with tables, seating, ventilation, and queue area
- signage, posters, registration desk, and directional markers



Resources Needed (Con't)

4. Promotion & Evaluation

- flyers, social media posts, and website promotion targeting prospective students
- feedback forms or QR surveys for participant satisfaction



Project Outputs

- Project plan presentation
- Progress report
- Final report
- Final report presentation
- Prototype of the 3-printed keychain



Questions & Answers Session

