

## **Project Plan Submission**

**Module Code:** VOT3002

**Module Name:** Project Skills

**Project Topic:** Producing a souvenir for Youth College (YC) Open Day

**Project Supervisors:**  
Trade: Mr Chan Tai Man  
LC: Ms Lee Hoi Sum  
D&IT: Mr Wong Siu Ming

**Team Members:**

<b>Name</b>	<b>Student ID</b>	<b>Class</b>	<b>Role (Leader/Member)</b>
Man Fai Fai	198523569	FS113354-2A	Leader
Chan Ho Yi	195500214	FS113354-2A	Member
Kwan Wai Ching	190233236	FS113354-2A	Member
Cheung Wai Hong	190123851	FS113354-2A	Member

**Checklist:**

- ☐ Cover Page
- ☐ Project Plan
- ☐ 'How might we ...' Statement

**Date of Submission:** \_\_\_\_\_

## **Project Plan**

### **Project Topic**

Producing a souvenir for Youth College (YC) Open Day

### **Background**

Youth College (YC) organises an Open Day every year to promote different study programmes. For the Open Day this year, the Pro-Act Centre (Mechanical Engineering) is going to hold a workshop for visitors to experience the production of 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**

The keychain should be attractive, compact and portable for visitors. It should also be promotional.

### **Success Criteria**

- Attract at least 200 visitors to join the workshop
- At least 80% of workshop participants report that they are satisfied with the activity.
- Participants can clearly describe the basic steps of producing a 3D-printed keychain after the workshop.
- The workshop runs smoothly with no major safety or technical incidents reported.

### **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 workshop attendance due to weak or unclear promotion.
- Overcrowding and long queues when too many visitors arrive at the same time.
- Insufficient staff or helpers for registration, guidance, and enquiries.
- 3D printer failures, material shortages, or slow printing causing delays and dissatisfaction.

## Team Members

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Kwan Wai Ching	190233236	FS113354-2A	Member	
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## Milestone

No.	Task	Person-in-charge	Completion week
1	<b>Discussion</b> - Souvenir design	All	Week 3
2	<b>Production drafts</b> - Sketch a keychain - Draw 3D model design	Man Fai Fai Chan Ho Yi	Week 4 Week 6
3	<b>Production preparation</b> - Source required materials for the keychain - Prepare 3D printer & support materials	Kwan Wai Ching Cheung Wai Hong	Week 7 Week 9
4	<b>Project plan presentation</b>	All	Week 8
5	<b>Production of prototype</b> - Produce a prototype of the keychain	Man Fai Fai	Week 10
6	<b>Product testing</b> - Test the keychain	Chan Ho Yi	Week 11
7	<b>Feedback and way forward</b> - Conduct interviews with different stakeholders - Identify pros and cons of the keychain - Suggest two ways for improvement	Kwan Wai Ching Cheung Wai Hong Chan Ho Yi	Week 12 Week 13 Week 13
8	<b>Challenges encountered</b> - Tackle challenges encountered	Man Fai Fai	Week 14

No.	Task	Person-in-charge	Completion week
9	Submit <b>Progress Report</b>	Chan Ho Yi	Week 15
10	Submit <b>Final Report</b>	All	Week 20
11	<b>Final Report Presentation</b>	All	Week 22

## Resources Needed

No.	Item
1	<b>Human resources</b> <ul style="list-style-type: none"> <li>2-3 instructors/technicians to demonstrate and operate 3D printers</li> <li>4-6 student helpers for registration, guiding visitors, and crowd management</li> </ul>
2	<b>Equipment &amp; materials</b> <ul style="list-style-type: none"> <li>3-5 3D printers with computers, slicing software, and power backups</li> <li>sufficient filament, spare parts, sample keychains, and safety equipment</li> </ul>
3	<b>Venue &amp; setup</b> <ul style="list-style-type: none"> <li>designated workshop space with tables, seating, ventilation, and queue area</li> <li>signage, posters, registration desk, and directional markers</li> </ul>
4	<b>Promotion &amp; evaluation</b> <ul style="list-style-type: none"> <li>flyers, social media posts, and website promotion targeting prospective students</li> <li>feedback forms or QR surveys for participant satisfaction</li> </ul>

## Project Outputs

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