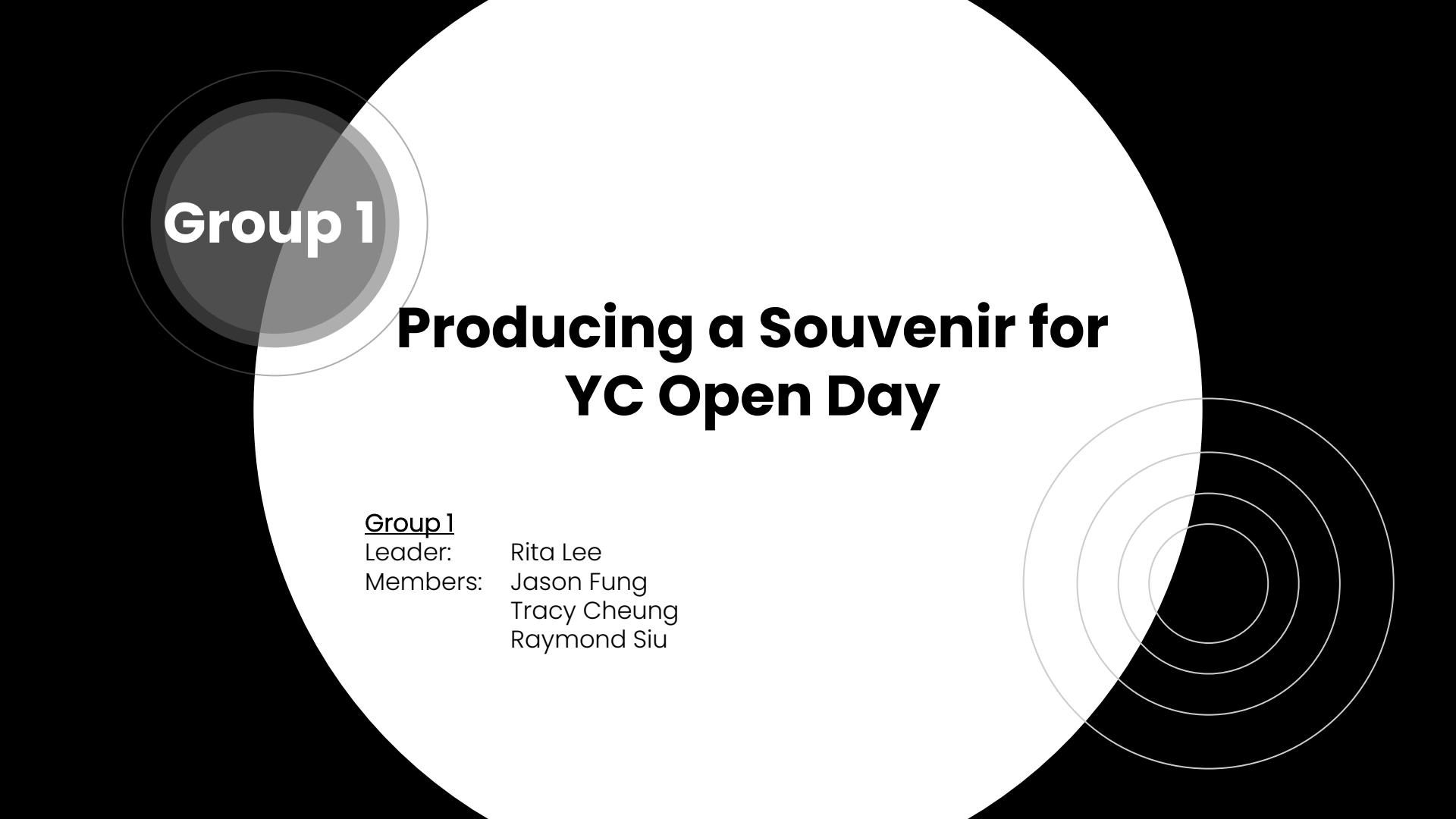


Project Plan Presentation





Group 1

Producing a Souvenir for YC Open Day

Group 1

Leader:

Rita Lee

Members:

Jason Fung
Tracy Cheung
Raymond Siu

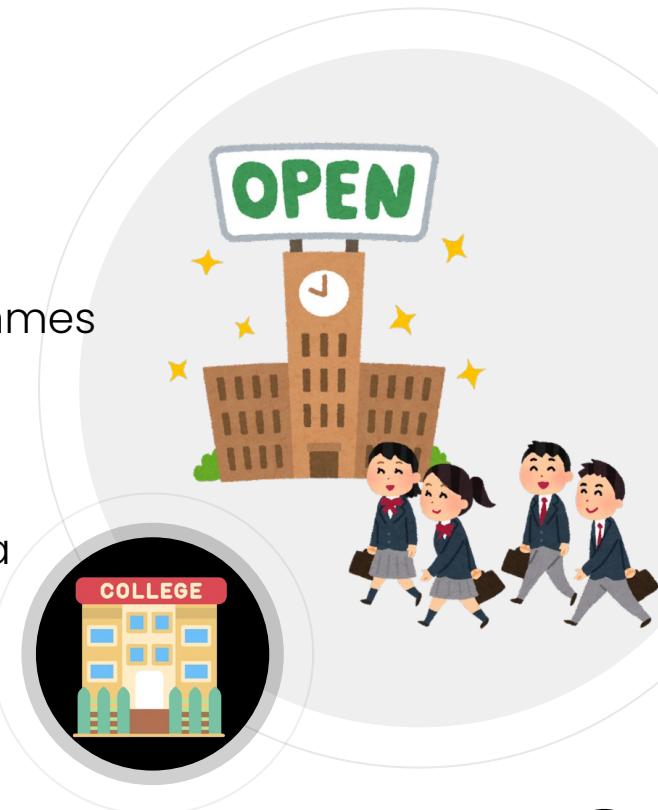
Presentation Outline



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

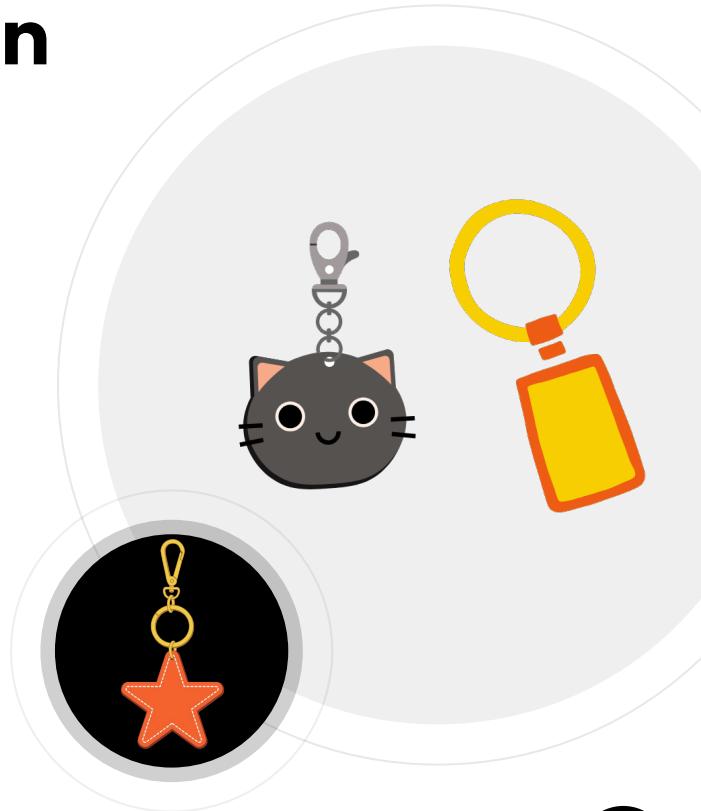
- To design and produce the prototype of a 3D-printed keychain to be given to the visitors on YC Open Day



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

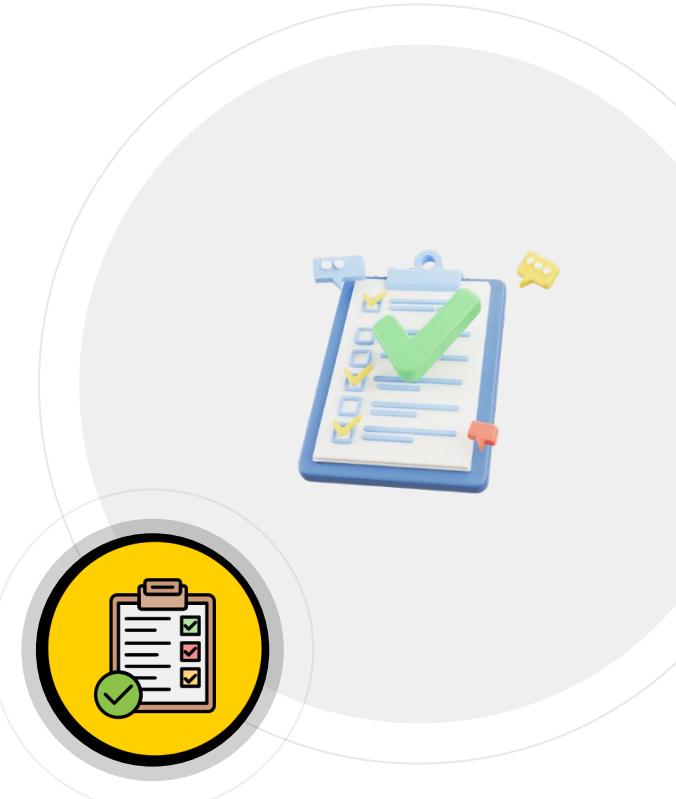
- Submit Progress Report

By Week 20

- Submit Final Report

Week 22

- Final Report Presentation



Resources Needed

1. Human resources

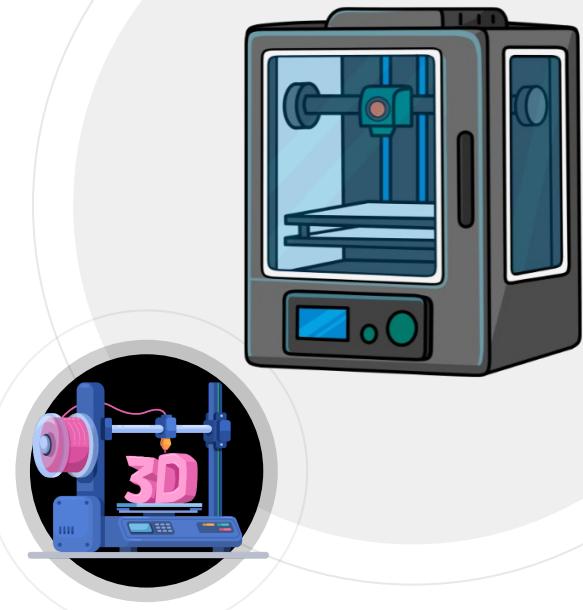
- 2–3 instructors/technicians
 - to demonstrate and operate 3D printers
- 4–6 student helpers
 - for registration, guiding visitors, and crowd management



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

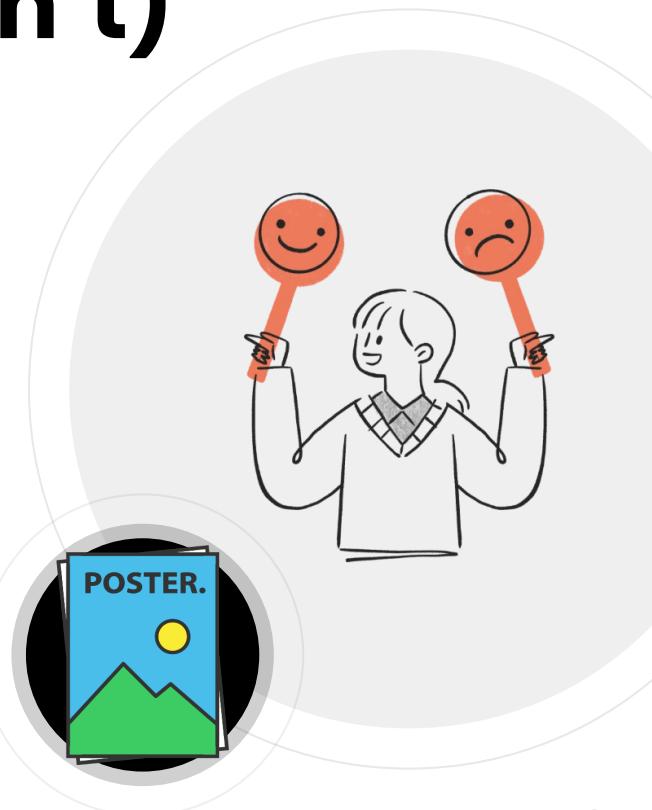
- designated workshop space with tables, seating, ventilation, and queue area
- signage, posters, registration desk, and directional markers



Resources Needed (Con't)

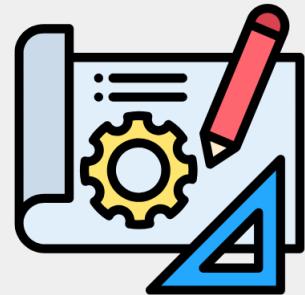
4. Promotion & Evaluation

- 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

