

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:

Name	Student ID	Class	Role (Leader/Member)
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.

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Milestone

No.	Task	Person-in-charge	Completion week
1	Discussion - Souvenir design	All	Week 3
2	Production drafts - Sketch a keychain - Draw 3D model design	Man Fai Fai Chan Ho Yi	Week 4 Week 6
3	Production preparation - Source required materials for the keychain - Prepare 3D printer & support materials	Kwan Wai Ching Cheung Wai Hong	Week 7 Week 9
4	Project plan presentation	All	Week 8
5	Production of prototype - Produce a prototype of the keychain	Man Fai Fai	Week 10
6	Product testing - Test the keychain	Chan Ho Yi	Week 11
7	Feedback and way forward - 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	Challenges encountered - Tackle challenges encountered	Man Fai Fai	Week 14

**Production Report
(Sample)**

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

Resources Needed

No.	Item
1	Human resources <ul style="list-style-type: none"> ● 2-3 instructors/technicians to demonstrate and operate 3D printers ● 4-6 student helpers for registration, guiding visitors, and crowd management
2	Equipment & materials <ul style="list-style-type: none"> ● 3-5 3D printers with computers, slicing software, and power backups ● sufficient filament, spare parts, sample keychains, and safety equipment
3	Venue & setup <ul style="list-style-type: none"> ● designated workshop space with tables, seating, ventilation, and queue area ● signage, posters, registration desk, and directional markers
4	Promotion & evaluation <ul style="list-style-type: none"> ● 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