Team Project Planning

Documentation, Team Building and Project Planning

Agenda

- The Team Project
- Communication and Documentation
  - Drawings
  - Written Communications
  - Oral Communications
- Preparing Technical Documents
  - Technical Style
  - Lists
  - References and Footnotes
- Project Planning
  - The Gantt Chart
  - MS Project
    - The PERT Chart
    - Critical Path Analysis

The Team Project

- Organize into teams of 2-3
- Brainstorm project proposals
- Select a project
- Follow the “Systematic Design Process”
  1. Problem definition
  2. Research
  3. Generate alternatives
  4. Analyze and select solution
  5. Test and reevaluate

Organize for Innovation

- Teamwork
  - Variety of backgrounds
  - Differing points-of-view
  - Differing skill sets
- Brainstorming
  - Acceptance of initial ideas – don’t critique
  - Praise innovative ideas
  - Stress quantity
  - Combine ideas
  - Record everything … analyze later

Communication and the design Process

- Engineering Drawings
  - Word Graphics
  - Visio
  - CAD
- Written Documentation
  - Memos
  - Technical Reports
- Oral Communications
  - Preparation
  - Presentation Materials

Project Planning

- The Gantt Chart
  - Tasks
  - Dependencies
  - Duration
  - Resource Requirements
- MS Project
  - The PERT Chart
  - Critical Path Analysis

Review

- The Team Project
- Communication and Documentation
  - Drawings
  - Written Communications
  - Oral Communications
- Preparing Technical Documents
  - Technical Style
  - Lists
  - References and Footnotes
- Project Planning
  - The Gantt Chart
  - MS Project
    - The PERT Chart
    - Critical Path Analysis

This document was created with Win2PDF available at http://www.daneprairie.com.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.