TEAM PROJECT PLAN MEMO
Due Date: M/W Sections on 10/11; T/Th Sections on 10/12

Now that you have formed a team, you will complete an assignment that discusses team ethics and sets a plan for the semester. Teamwork and planning are key skills to develop in order to complete a successful design project, and this assignment helps satisfy ABET criteria (d): “an ability to function on multidisciplinary teams.” A good team will make all the difference, but a good team does not usually just happen (and bad teams are often a matter of just letting whatever happens happen). A good team is created—by management and by the individuals in the team—and thus a successful team design process is something that must be planned.

For this class, you do not have a direct manager who assigns responsibilities, gives tasks, and makes decisions. As your supervisor, Dr. Wuster gives advice and grades assignments, but the communication and engineering tasks that lead to a successful project are up to the 4-6 members of your team. For this assignment, you will determine the ethical obligations you have as a team, agree as a group on an ethical compact that will guide your functioning as a group, and plan key tasks and assignments to complete over the semester.

Consider the audience. Your team will use this document to ensure successful completion of required tasks and assignments for this semester. Dr. Wuster uses this assignment to ensure that your team understands the content and process of the course, as well as to ensure your team has considered individual and team responsibilities. A good project plan is often a sign of a team that will succeed in the course. Your team is expected to develop a project plan that is long enough to cover all the required material but not too long. The team must turn in one electronic PDF via email by 8 pm on the due date. This assignment worth 12 percent of your overall grade, and each team member will receive the same grade. Please feel free to ask questions in class, office hours, or via email.

PROJECT PLAN OUTLINE
The organization of the project plan is as follows. You will use the provided headings and should develop text that incorporates the required information with a clear structure. Within each section, your team is responsible for creating subheadings, as necessary, and cohesive paragraphs that address the issues. Format as a memo according to the guidelines on our class website.

INTRODUCTION/SUMMARY
Begin with a clear statement that outlines the document’s purpose and subject. In other words, state the reason for producing this document to the audience. Introduce your team’s project with a concise description of your design project: its topic, its significance, and the context of a two-semester Senior Design process. Provide a scope statement that is more than a repetition of the main headings; instead, you should capture in a phrase or two the essential information in each section. If your scope statement could be in any document, it does not introduce your document. Do not include the Introduction and the Conclusion in the scope.

TEAM ETHICS & LEADERSHIP
Writing to your supervisor, you will use this section to write an overview of team ethics as your team defines that concept. Discuss your team’s key considerations in forming and performing as an ethical and effective team—both in terms of positive goals and solutions to problems, should
they arise. Consider the ethics of teamwork, of communication, and of engineering in general. You should consult the IEEE Code of Ethics and the NSPE Code of Ethics.

Each team should create a separate team ethics compact. Work as a team to create a list of the ethical agreements/rules that your team agrees to follow. You should consider both positive, proactive rules and rules for solving problems that may arise. Feel free to cite material from our reading, as well as relying on personal experience and your own views.

**PROJECT MANAGEMENT**
In this section, you will describe the key activities, task assignments, and details from your project schedule. You will complete three major project management tools: a Work Breakdown Structure (WBS), a Linear Responsibility Chart (LRC), and a Gantt Chart. Summarize the major tasks that your team has completed (i.e. this assignment) or will perform between Week 5 and Week 15 both as a WBS and in writing. The summary should give the key details of each major task your team will be completing, as well as the division of labor among team members responsible for all tasks as detailed in your LRC. The material should include individual research areas but including other individual assignments/responses is optional.

You will create a Gantt chart that combines tasks and responsibilities with a focus on key dates and milestones. The Gantt Chart should be one page and should be easily readable. Be concise in your explanation of all this material by providing coherent and concise give the reader a sense of the overall flow of work. Material should cover both the content of the tasks (i.e. assignments) and the process (i.e. planning, revising, editing, etc.). Be specific and detailed where necessary.

The required information can be organized in a number of efficient ways. Your team needs to work to make your content clear to the reader through logical structuring, strong topic sentences, and plain language.

**CONCLUSION**
Recap the plan’s major ideas. Identify specific next steps (e.g., an appeal for approval of this plan or your intention to move ahead with the first phase of project). Be specific.

**REFERENCES**
Any source used or mentioned must be cited. List the references in the same numbered order as they are cited in the text. Each listing must appear in IEEE format.

**APPENDIXES**
Put information in the Appendix that is important and useful but would distract the reader if placed in the body of the text, such as graphics over one-half page in length. You must include a reference to this information in the text. You can include any material in a single appendix that begins on a new page after the end of the references and is numbered continuously with the rest of the memo. Each graphic should be labeled with a figure or table number (as appropriate) and brief but detailed description.