

ENGR 310
Assignment 6: Project Planning Assignment

We have introduced a number of project planning concepts and tools in class. We could not introduce them earlier with any reasonable expectation of applying them because you hadn't been introduced to the design process yet! However, you should be nearing a stage in your project where it's pretty clear and concrete what tasks your team needs to accomplish to get the project finished. We now want you to gain experience in planning projects and self-managing against that plan, so will have you apply the project planning concepts and tools to the remainder of your project.

For next week's advisor meeting, please thoughtfully and thoroughly prepare the following for review and discussion:

1. Project Deliverables – A list of what your team will deliver by the end of the semester, with suitable explanation. This should be consistent with the project goals you developed earlier.
2. Risk Analysis – Your risk issues identified and plotted on an X-Y chart (% probability versus amount of risk), threshold curve drawn, and high priority issues identified.
3. Risk Mitigation Strategy – For each high priority issue, who is the lead person, what actions are underway/planned, and on what timeframe.
4. Work Breakdown Structure – Hierarchical listing of the tasks to be accomplished to meet your team's goals for the semester.
5. Project Schedule – Tasks from the WBS laid out on a timeline. Gantt chart representation acceptable. Task precedence should be clearly identified.
6. Responsibility chart – who is responsible for each task, with due dates. Include other roles (e.g., assistant) as needed.

Please submit the above under the appropriate tab in your team notebook. Project plans are due the day before recitation the week of March 31.