EIND 499

Assignment 4: Data Needs and Collection Plan

Due 6 February

One of the most common issues in process improvement projects of all types, and senior design projects in particular, is delays (both perceived and real) in obtaining data from the project client. In an effort to minimize this problem, this assignment requires your team to develop an overview of the data that you expect to need throughout the course of the project.

The objective of this assignment is for the team to spend time working backward from the project end state to identify what specific data will be needed to successfully complete each stage of the project. Your project plan should be a key tool in helping you develop this list.

Your data needs summary should answer these questions:

- From a project management perspective, it should answer:
  - What data do I need?
  - When do I need it?
- From a client perspective, it should answer:
  - What data does the team want?
  - How will the data be collected?
  - Why do they want it?

Each team will create a data needs summary (tabular format preferred) with at least the following information:

1. A listing of all data that is needed to successfully complete the project. This list should be complete, based on the team’s current expectations and understanding of the project.
2. This list should include all quantitative and qualitative data.
3. The list should be comprehensive, so any data that has already been collected for building the SOW or analysis should be included in the list.
4. Each element in the list should include the following information:
   - The requested data element.
   - A reason for collecting the data.
   - A ‘backup plan’ for what other data or alternate methods of collection could be used if the preferred option is not available.
   - Who has the data (or will get it for new elements)?
   - How will the team get the needed data?
   - When will the data be collected by?

To submit this deliverable:

1. Save the appropriate document(s) to the project management folder in your team’s FACLAB share.
2. Send an email to Dr. Schell when the documents are ready for evaluation, no later than by 17:00 on February 6.