Milestones 2013-2014

Milestones are due by the end of the workday associated with that milestone. You are to send all milestones to me by email. Be sure to carbon copy all members of the team and the advisor. If you include the word “milestone” in the subject line it will make it easier for me to keep track of your milestones. If you have not completed your milestone by the end of the workday, you need to send me an email to let me know when you will be turning in the milestone and an explanation for why you are missing the deadline. Check the schedule for due dates.

BAE 402

Timeline: There is a general timeline provided in the course schedule. However, every project is different. Start with the general timeline and revise it to reflect your team’s very own timeline. This should be documented in your engineering notebook as well and any changes to the timeline need to be explained in the notebook (for the entire year).

Problem Statement: Turn in a single, well thought out problem statement. This should also be in your engineering notebook and any revisions to the problem statement should be documented in the notebook. This sentence should be included in every report and clearly identified as your Problem Statement.

Team Contract: Draft a “team contract”. You must decide what types of things should be included, either as “do’s” and/or “don’t”.

Two references: You may turn in as many references as you would like, however, at least two references need to be from something other than a web site. Wikipedia references should not be included at all.

Decision Matrix: You need to create a decision matrix for your project.

Motivation Economics: You need to back up the “why” for your project with dollar amounts.

Engineering Notebook: You need to turn in your engineering notebook so that it can be graded.

BAE 403

Revised Timeline: You need to revise your timeline to also include BAE 403.

Drawings: For some projects these drawings will be sent to the shop for fabrication purposes. These drawings will be “graded” by personnel from the shop. For projects where the team is doing all of the fabrication, these drawings will be graded by the instructor and advisor.

Statistical Plan: You need to turn in your statistical plan. Not what you did, but what you are planning to do. If your team is ready for testing before this due date, be sure you still turn in this milestone AHEAD OF TESTING with enough lead time that I can get comments returned to you. If your project doesn’t have any statistical analysis, you must still send me an email explaining this.

Prototype: You should have your prototype completed by the due date given in the schedule. If your prototype is not completed by this date, I reserve the right to lower your course grade by one letter grade. Meeting this milestone is of the upmost importance. In order to document the completion of this
milestone, you should take a picture of your completed prototype, copy it into a word document, and send it to me by email. I will then ask your advisor for confirmation that the prototype is completed, so make sure they are also aware of your prototype’s status. If you are going to miss this deadline, you need to send an explanation to me by email by the due date. After the due date, once you have completed your prototype, you should be sure to then send a photo of your prototype.

**Design Economics Memo:** These economics will also be in your report, however, I would like for you to also create a standalone memo discussing your project’s design economics. Specifically, include details about what you purchased or what was donated to your project.

**Manufacturing Economics Memo:** These economics will also be in your report, however, I would like for you to also create a standalone memo discussing your project’s manufacturing economics. If your design is based on the development of a single unit, this type of economic analysis can focus on what would the costs be if you built a second unit (ie, you could do it all over again.)

**“Other Factors” Memo:** These factors were discussed in Chapter 11 and in the various lectures in BAE 403. You need to include enough details to support the claim that you considered all of the “Other Factors” during the design process. Some of these details will also be in your final report. However, this is a good opportunity to include details about your attention to “Other Factors” that don’t “fit” in the final report.

**Statistical Memo:** These details will also be in your report, however, I would like for you to also create a standalone memo discussing your project’s statistical analysis. You must include discussion about what your statistical analysis actually was. You should also try to include a discussion about the statistical analysis you would do if you have infinite money and time (the complete opposite of senior design).

**Engineering Notebook:** Engineering notebook at the end of the year.

**Final Marketing Materials:**
- Web page
- Brochure
- Poster
- YouTube Video