In this document:
• Summary of existing documentation provided to students.
• Overall comments about current documentation.
• Existing PPPD templates

Existing Senior Design Templates Summary

One page project summary:
• This document seems decently organized, though 1 column would be better than two. The content seems concise, and the provided example is good.

Concept screening matrix:
• There are no instructions on how to use this document, nor are many teams required to produce more than one design. Some cells instructing teams on what to do would probably improve the effectiveness of this document.

Concept selection matrix:
• Once again, there are no instructions included in this document. Teams may not be inclined to use this spreadsheet; also because most teams do not have more than one concept!

Customer needs template
• The small description of how to use the table is helpful, and the document is simple enough that most teams may already be using this document. Especially because every team must do a customer needs assessment.

Problem rating table
• Like many before it, this document does not contain detailed instructions. The first worksheets QCD diagram is ambiguous “Does the problem impact quality, cost, or development” (shouldn't there be some sort of statistics to get the probabilities?). The second worksheet is easier to understand, but it would be better if there was some guidance about how to identify a problem, or perhaps some common examples of problems.

Risk Assessment Template
• There are instructions which explain how to use the document, but there are no examples. Since most teams have no clue how to do a risk assessment it would be an improvement to produce some example cases.

Sample 3 week Project Plan
• It's nice to see a pdf of an ms project file, especially if the team members have never seen a Gantt chart before. Having a time line laid out is nice as
well, though it may not apply to many projects.

**Specification Template**
- The instructions are concise but many students would find them ambiguous. It’s good that the document mentions the correlation between customer needs and engineering specifications, however many teams most likely ignore that.

**Test Template**
- The formatting is nice and the template is detailed, but some teams may find it overwhelming. Still, this is probably the most well organized and informative document provided to students.

**Weekly Status Report**
- This is straightforward enough to use, but it would be much better if the document were alive; meaning the team could see previous and future status reports within the same document (maybe something like multiple worksheets in excel).

**Comments About Current Documentation**
While certainly better than nothing, the current documentation templates most likely do not fulfill the needs of all teams. If the teams know the templates exist, they may not be inclined to use them due to ambiguity. The documents do not appear to have come from the same source (faculty member), as the formatting is inconsistent. There are few examples of what to put in the template. No documents are provided that explain the importance of pass down documentation. More of the documents should probably try to relate metrics, specs, and decisions to customer needs.

**Existing PPDD Documentation**
I will upload some old PPDD (Product and Process Design and Development) to our SVN node. The guidance files contain specific descriptions of FMEA's and concept generation / selection.