Planning – Documentation Requirements

• What is the purpose of this recommendation?
  o Documentation of minor steps between large leaps in progress are the backbone of the educational end of the design process for Senior Design. A common error found among most teams is the lack of these essential documents. Even if the task is preformed, as some were assumed to be, it is important to have a reliable and easily accessible form of these essentials published for students and faculty alike to reference. Some areas that would improve if documented would be:
    § Peer Evaluations
    § Team Building Exercise
    § Discussion of Scope
    § What Aspects of the Design can be Quantified Now

• Where did this recommendation come from?
  o Many teams lacked documentation of tasks that were assumed or known to be preformed.

• How can this recommendation be implemented?
  o Include in deliverables shown to guides at weekly meetings.

• What is the time-frame and manpower required to implement this recommendation?
  o Simply add to requirements due for each week.

• What projects will this benefit the most?
  o All project formats will benefit equally.

• What are the Pros and Cons of this recommendation?
  o Pros
1. Teams will save more time long term because there will be clear expectations and due dates established for each team member.

2. Any conflicts or lack of performance within a team will be clearly documented as will. This may help mitigate grading issues, if they arise.

   o Cons

   1. Addition of time.

   2. Some teams may find it unnecessary or tedious.

• What are the risks associated with this recommendation?

   o The more deliverables required out of a team, the more time it may take them to complete these tasks.

• How are these risks to be mitigated?

   o Effective and accurate planning will combat to time used by thorough documentation.