

# MSD I Deliverables Checklist

\* Scores: minimum resolution = 0.5 points

Team or Individual:

Updated 8/26/11

Deliverable	Max. Score	Score*	Expectation (for maximum score)	Comments, Target, Date Completed	Phase
Specifications (TEAM GRADE)	5	5	Specs are complete, testable, mapped to customer needs, and have been re-examined after developing the systems architecture and after writing test plans.		Planning
Norms & Values (TEAM GRADE)	2	2	Key behavioral norms and values are documented and meaningful.		
MSD I Project Plan: "Plan" phase (TEAM GRADE)	5	5	A project schedule of 25-60 activities (scoped for the project) has been created from a work breakdown structure of 5-10 categories. Other elements of the plan are also defined: 1-page project summary, work breakdown structure, Gantt chart with roles defined, objectives, communication methods.		
Concept Development (TEAM GRADE)	5	5	Creative concepts were generated and evaluated against customer-oriented criteria and competing products. Concepts were improved and selected using a structured process.		Systems Design
System Architecture	5	3	All functions represented and arranged into physical "chunks" (eg. subsystems) with a scheme by which chunks interact (eg. interfaces). Functions are mapped to specs. Documentation may include block diagrams, flow charts, math models, updated design specs, engineering analyses.	Interfacing?	
Risk Assessment	3	2	Meaningful list of risks (both project and technical risks) are identified, with actions to minimize.		
System Design Review	5	4	Design review held with appropriate attendees. Deliverables complete: specs, concept(s), architecture, risks, appropriate engineering analyses, notes and action items. Team given "green" light to move on to Detailed Design.		Detailed Design
Feasibility Analysis	5	3	Significant analysis has been done to demonstrate feasibility of all critical subsystems/components. Appropriate links to the risk assessment have been made.		
Detailed Design Output: BOM, Drawings, Schematics, Flow Charts	15	7	All documentation to realize design: drawings for manufactured parts, assembly drawings, schematics, diagrams, flow charts, simulations, etc. BOM (complete, long lead items identified & vendors identified).	Not documented → have not gone back + changed original risks	
Risk Assessment	2	1	As detailed design has progressed, the initial list of risks has been reviewed and updated. Actions that could be taken to minimize risks have been taken and documented. Risk assessment updated.		Project Review
Knowledge & Understanding of Design	8	8	Thorough and in-depth understanding of the design is evident, including rationale for design decisions and tradeoffs.		
Plan to meet Customer Needs & Design Specs, including Preliminary Test Plan	5	3.48	Sufficient evidence is presented to demonstrate that customer needs and design specs will be met. This includes development and documentation of a preliminary test plan.		
Detailed Design Review execution	10	0	Design Review well planned and executed with appropriate attendees. All subsystems discussed, key issues addressed, notes and actions documented, all detailed documentation complete. In the wk 11 gate review, there is clear evidence of actions taken based on design review feedback.		
MSD I Execution vs. Plan: "Do, check, and act" phases. (TEAM GRADE)	5	5	During weekly meetings with Guide, team demonstrated consistently that the plan was the basis for organizing the work of the team and its members, and that the plan was kept up to date. The team also captured lessons learned from performance vs. plan.		
MSD I Execution vs. Plan (INDIVIDUAL GRADE)	5	5	Team member created, updated, and actively used a log book that showed work planned and completed - a brief description of the work, time required, and date.		
Design History File on website (TEAM GRADE)	5	5	All documents and files are up-to-date, complete, and available on project website (EDGE).		
Individual Participation (INDIVIDUAL GRADE)	10	10	Grade based on Guide assessment of overall contributions to team activities (quantity and quality of results), adherence to team norms and values, peer reviews, professional behavior, effective communications, etc.		

