

P15001: Active Ankle Foot Orthotic - Updated on February 4, 2015		
Team Self-Critique		1= was not a problem for our team, 3= was a concern, 5 = was a very serious problem for our team
		Score: 1-5** (low to high)
Major Issues Encountered*		<u>Plan to Address (or how it was addressed)</u>
Norms & values:		
- Uneven distribution of work		2 At the beginning of each weekly team meeting, the team leader asked the team if anyone felt overworked or underworked and solved any potential problems. We plan to continue this in MSDII
- Time was not used effectively, some non-value added work		2 Review of work done during weekly team meetings. Any unnecessary work is outlined and eliminated at this time. More effective communication with our guide and customer helped us address this issue throughout MSDI.
- Communication gap		3 Have each team member send out an email to group when they complete a significant task. Also, arrange for a 5 minute discussion/demonstration for the mechanical and electrical group during weekly team meetings.
Lack of anatomy knowledge		2 Completed a significant amount of benchmarking and research during phase 1 and phase 2 and continued to do so throughout MSDI
Only milestones were design reviews		2 Our team addressed this issue by phase 2 by having a pre-review with our guide a week prior to the design review.
Open action items at the end of MSD I		1 Be more realistic with the amount of project deliverables as well as with distribution of scheduling.
Logistics		1 Created a Google Docs calendar and organized our weekly meeting during the first week of
Skill Gap		2 Budget extra time in MSDII to account for learning curve (e.g. learning to use a particular software, etc.)
Customer requirements: access to customer, clarity of reqmts, behavior (support, commitment, attitude)		1 Met with customer at least two times during each phase and during several of these meetings, our group discussed any concerns that we had with the requirements
Engineering requirements: quality, completeness, flowdown to subsystems, traceability		2 Want to maintain the engineering requirements tracking to MSDII test plan and functional decomposition
Risk assessment and mitigation plans: missed important risks, focus on minor issues, ineffective mitigation plans, etc.		2 iterated risk assessment during each phase. Moving forward we would like to improve our mitigation plans through the problem tracking table.
Project planning & tracking: unrealistic schedule, poor tracking, not proactive, no accountability		2 Had good summary and good tracking but will work to create a single tracking document rather than having multiple
Systems design: benchmarking inadequate, limited concepts, functional decomposition gaps, mapping between functional and physical architecture, interface complexity, etc		3 Focused our attention on critical design problems as MSD1 progressed
Engineering analysis & feasibility: analysis gaps or prioritization, appropriateness of analysis, timing,		1 complete test report and communicate results with team in a more timely manner
Detailed design: scope, complexity, resources, time, etc.		2 Focused our attention on critical design problems as MSD1 progressed. Incorporate a discussion in our weekly team meeting where the mechanical and the electrical team present their progress with one another
Test planning: ambiguity, implementation difficulty, resources, ownership		1 Created a template for test plans and assigned action owners for each test.