

MSD I Gate Review

What is it?

A management level review of project status and readiness for MSD II. (This is not a working meeting).

How long will it take?

One hour is expected but depends on project readiness for MSD II.

Who should attend?

All team members, your Guide, and Customer (if “go/no-go” on funding has not been provided)

Outcomes?

- 1) Assessment of design readiness for MSD II (Guide):
 - a) **Green light = “Ready” in all (or most) areas.** Minor issues may need to be closed at the start of MSD II. You and your Guide can say with reasonable confidence that:
 - i) requirements are complete;
 - ii) the selected concept(s) and system partitioning will deliver a design that will meet customer requirements and is supported by the customer; and
 - iii) sufficient detailed design information exists to order long lead-time parts and to implement the design.
 - b) **Red light = “Not Ready.”** Significant issues exist that need to be resolved before moving on to the build-test phase. (One or more conditions listed in 1a(i)-1a(iii) above are not satisfied).
 - i) Action plans must be prepared by a specified date and approved by your Guide, and a Critical Design Review (CDR) must be scheduled during the first two weeks of MSD II. (The CDR includes your finalized design with a proof-of-concept of key functions or subsystems, updated project plan, updated test plan, and all relevant action items identified).
 - ii) “I” grades are rarely given and only when circumstances arise beyond your control.
- 2) Grades. Review any outstanding deliverables to insure that your Guide has everything needed to assess the final 3-week phase. (Your grade for the final 3-week phase will be determined after the Gate Review).
- 3) Meeting Notes (Team). You must capture and upload your notes, including action items for resolution in MSD II, to your project website on EDGE before your Guide will issue grades for MSD I. The final few minutes of your Gate Review should be dedicated to reviewing key action items and gaining buy-in from your Guide.

Key Elements of the Project Review (to realize Outcomes)

- 1) Status review (primary focus):
 - a) Overall project status – is a “green light” warranted?
 - i) Describe the current state of your design – what you planned to do (mission or objectives, key customer reqmts) and how close you are to meeting those objectives? What major design activities are still open; how/when will they be closed? Have all major subsystems been adequately reviewed and is your design robust? Will the budget be met? Have you ordered (or are you ready to order) long lead-time parts? What is still needed to begin the build-test activities in MSD II? Have you reviewed your design with your customer and are you on-target to satisfy your customer?
 - ii) Compare your current project plan/schedule to your original plan/schedule. Where is your team against the original schedule? Reflect on the differences and their causes?
 - iii) Have you prepared a preliminary schedule for MSD II – is it meaningful or just a series of course milestones?
 - iv) Compare your current risk assessment to your original risk assessment (systems design review). Reflect on the differences and their causes? Do you understand and have you addressed key risks and do you have (or have you executed) contingency plans? Have you regularly utilized and updated your risk assessment, including any new or updated risks since your Detailed Design Review?
 - b) Individual team member project status. What were your personal responsibilities and where are you against your plan (compared to your original plan)? Have you utilized your plan effectively in MSD I and is your current assessment of status realistic? Have you prepared your preliminary schedule for MSD II – is it meaningful and realistic?
- 2) Deliverables checklist and website status (brief). All documents must be uploaded to your website in advance of the Gate Review so that your Guide can evaluate – confirm the due date with your Guide. This “checklist” review should be a brief yes/no discussion – are all deliverables complete, meaningful, and have they been uploaded to EDGE? (*A detailed examination of specific deliverables during the Review is not appropriate unless related to the status review above*).

Expectations?

Students:

- The team is prepared to report on the items specified for the Review in an organized fashion.
- All team members are present and are prepared to report on individual project status.
- All MSD I deliverables are completed (and uploaded) in advance of the Review to enable evaluation by your Guide.

Guide:

- Is present and prepared to evaluate all items specified for the Review. This assumes that all documentation has been uploaded to EDGE with enough time for the Guide to review.