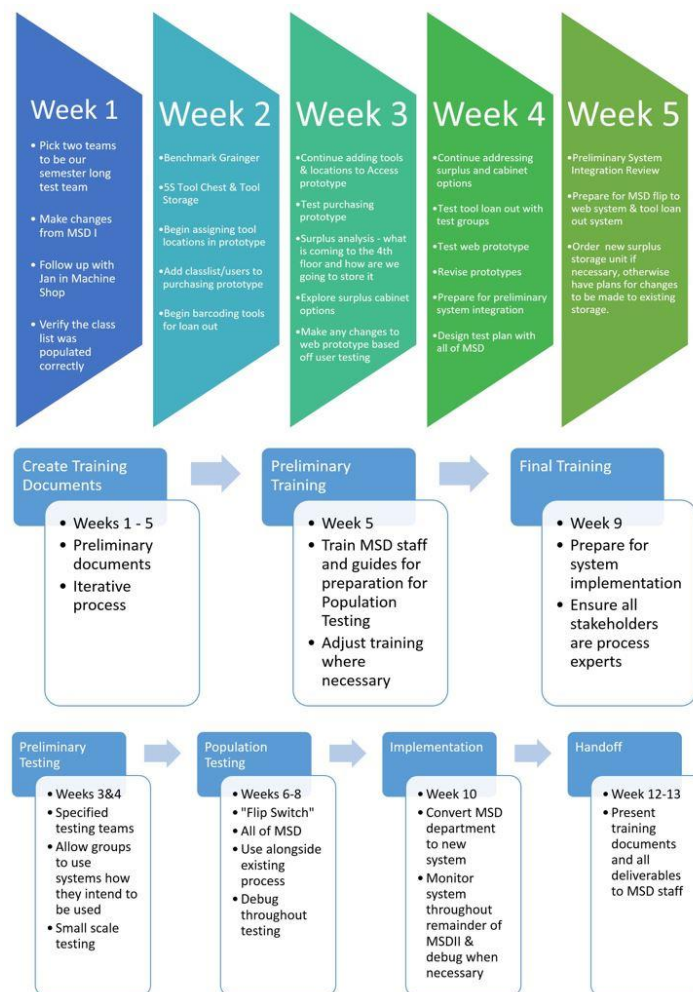


# TEAM P16701 STATUS UPDATE & TEST PLANS

Where are you going to test? How are you going to test it? Who is going to do the test? When is it going to be tested? Where is it going to be tested?

- Testing two individual teams first three weeks
- Utilizing all of MSDII for testing week 4
  - MSD 4<sup>th</sup> floor
    - Utilizing MSD students for the test - stakeholders
  - Jumpstart Machine Shop ASAP
    - Need to figure out access approvals
- Budget sheet was tested with MSD office
  - Leslie provided feedback 1/28 with adjustments to be made
- Purchasing website to be tested with small teams then live
  - Assigning two teams to utilize purchasing online along with purchasing form
  - Jumpstart online ordering with MSDI Week 4 – all students included for testing
- P16701 will be involved with all testing as well as Christine Fisher and MSD office staff



## Week 1 MSDII Findings

- Met as team on Tuesday 1/26/16
  - Created “To Do” List
    - Check in with Chris and Leslie – **completed 1/28**
      - Leslie has been using Budget Tracker – few adjustments to make
      - Chris to send team budgets
      - Chris to send list of faculty/guides
      - Coming in Feb 13 @ 10AM to 5S toolchest / barcode / add to database
        - Liked idea to use colored electrical tape on small tools and have a “shopping list” of barcodes posted with the appropriate colors/tools
      - Likes idea to use dry erase on surplus storage containers for ability to adjust surplus tubs easily
      - Put Jan’s request on backburner
    - Enter students into Web Application – **completed**
    - Check prototypes – do we need to fix anything?
      - Received feedback on budget tool and tool loan out tool
      - Team working to make fixes
    - Jumpstart surplus organization ideas
    - Email Ken Snyder – **completed, meeting next week**
    - Meet with Jan and Rob for inventory management – **completed 1/27**
      - Loved prototypes, scope creep potential – need to speak to Kaemmerlen
    - Purchasing demo at guide meeting to get feedback early – **emailed Dr. DeBartolo about next Wed 2/3**
    - Create standard work calendar for office and training / technical documents
    - Pick 2 MSD teams for demos – **Leslie’s team & Chris emailing 1/28 about additional team**