

Team: P18371 Facilitator: Lori Marra Entering Phase: 1, MSDII

Phase 4 Analysis of Personal Plan:

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| 1. Learn how to work Edge so that I can edit content and serve as backup | DONE |
| 2. Develop Critical Path and Slack for Schedule and serve as PM backup | DONE |
| 3. Begin to outline a path for training materials | NOT DONE |
| a. Determined it was too early to begin. Focused on P4 design/test | |
| 4. Continue to work on design and development | DONE |

What did I learn:

1. We need to communicate more directly offline so that everyone is in touch with all elements of the project.
2. We need to respect teach team member's role and its associated responsibilities.
3. We really adjusted well to breaking off in teams to work concurrently. This helped us get more done. We were able to complete a very complex design for our customer.
4. We need to be really on top of the BOM because of lead time.
5. We need to communicate more with our Guide so that we know what the expectations are to get an A. We did this, and it's really helped us focus.

What do I plan on doing to ensure that Team P18371 has a successful MSDII P1 review?

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| 1. Continue to serve s Edge backup | As needed |
| a. As needed | |
| 2. Finish MSDII Master Schedule with Critical Path | 40 hours |
| a. Work with Elias on CP, Slack and CP | 20 hours |
| b. Help manage critical path | 20 hours |
| 3. Begin outline a path for training materials | 46 hours |
| a. Work training materials into schedule | 1 hour |
| b. Develop options other than manuals | 5 hours |
| c. Design/Develop training materials (w/team) | 40 hours |
| 4. Continue to work on design and development | As needed |
| as needed | |