

Appendix D

Capstone Project Plan Outline

1. Background

The Project Plan lays out the student team's intended conduct of the project for the team's members, Faculty Advisors, and for the government customer. The document also serves to indicate the team's and client's expectations for the work product. The Project Plan should include means for the students and government customer to view the team's technical, schedule, and cost performance which are consistent through the series of design reviews and other activities in the project period.

The Project Plan is a major deliverable at Milestone 1, "Kickoff Meeting" * (see additional notes below)

2. References:

- a. Capstone Marketplace document under "Resources" tab on the website homepage.
- b. Subcontract between SERC and the University, Appendix D, "Capstone Project Plan Outline"

3. Organization

Principal Investigator and other Faculty advisors.
Government Point of Contact
Student team organization.
Student team responsibilities.

4. Execution

- a. Provide detailed execution plans for project.
- b. Show intended flow of the development work from concept to prototype and demonstrations.
- c. List project activities and responsible individuals and groups.
- d. Describe planning for selection of suitable concepts, system and component development, component testing, prototyping, integration, and system testing and demonstration as applicable
- e. State specific details of the design team's deliverables for each milestone/design review, including progress reports, scheduling documents, analysis, test results, prototypes, etc.
- f. Provide plans for closeout of Capstone Project

5. Schedules and Reporting

- a. Show Milestones, other major project events, specific dates of reviews
- b. Provide formats and templates for information presented at design reviews.
- c. Provide a Communications plan with the government POC (customer); specify how the team and government customer agree to participate in the design reviews

6. Government Furnished Information/Government Furnished Material

Describe any specific government furnished equipment, information, material or other assistance the government client will provide to the student team.

7. Testing and Acceptance

- a. Describe how the government customer will evaluate the suitability of the research and development work, receive deliverables, and determine items are acceptable.

8. Special Requirements

- a. Describe any special hardware or software, facilities, labs, services, equipment, material, ,exceptional travel requirements

***Additional Notes:**

- a. This document was previously titled “Statement of Work” under the “Resources” tab. It has been retitled “Capstone Project Plan Outline” to avoid confusion with different documents, “Statement of Work” which are appended to the contract agreements between SERC and the various Capstone Universities.
- b. The Project Plan should be a living document that is periodically updated as the project matures, with increased definition for technical details, schedules, and any other necessary changes. Teams are encouraged to establish control of how they make changes to the “Plan”, and to further ensure that the government “customer” is able to track changes to assess current status.

