

Revision Number:
(show current date or date of last revision)

Capstone Marketplace Project Plan Outline

- 1. Numeric Designator/Research Topic**
- 2. Customer**
 - a. List the “customer” SME’s and alternates, Points of Contact
- 3. Objective**
 - a. What the project will accomplish in overview.
(Provide Quad Chart per template on the website)
- 4. Organization**
 - a. Student team organization and responsibilities
 - b. Faculty advisors
 - c. University Capstone Coordinator
(org charts and wiring diagrams OK)
- 5. Execution**
 - a. List tasks to be done (a Statement of Work). Show major activities and milestones Describe planning for selection of suitable concepts, system and component development, component testing, prototyping, integration, and testing and demonstration as applicable
 - b. List who will do activities.
 - c. Show resources/locations/facilities involved
 - d. Describe known requirements and constraints
 - e. Show projected “spend plan” for Project Budget
- 6. Schedules and Reporting**
 - a. List or chart of what is to be done and when. Show path of development activity, major milestones, reviews, presentation of deliverables. When and how the customer participates in the development
(Recommend use Gantt or waterfall chart. Chart to be meshed with Scope of Work)
 - b. Describe the intended formats and scope of Design Reviews
- 7. Communications Plan**
 - a. Describe schedules for communications with government customer
 - b. List types of communications—telecon, Videocon, site visit, etc
 - c. Specify applications, databases, IT tools used for communications—“Go to Meeting”, “WebEx”, “Slack” etc.
- 8. Testing**
 - a. Describe how team will verify components, sub-assemblies, and prototypes during stages of development

9. Deliverables and Acceptance

- a. Describe what is to be provided to the customer. State by milestones
- b. Describe planned demonstrations
- c. Describe how government sponsor will receive deliverables and accept final results
- d. Describe final project closeout

10. Government Furnished Information/Government Furnished Material

- a. What the government will provide to assist the team

11. Special Requirements:

- a. List any special hardware or software, facilities, labs, equipment, material, services, travel.

12. References

- a. Capstone Marketplace web document under “Resources” tab “Project Plan Outline”
- b. Appendix to Subcontract between SERC and the Host University, “Capstone Project Plan Outline”

Additional Notes:

- a. A “Capstone Marketplace Project Plan” is an agreement between the government sponsor (client) and the student design team for the conduct of the Capstone project.
- b. The Project Plan is to be written by the student team, and will normally be presented at a “kickoff meeting”, the first design team review with the government customer. The Plan matches the expectations of the student team and the client for the work product.
- c. The Project Plan is also a contract deliverable between the Host University and SERC’s Capstone Marketplace
- d. The Plan will normally have numerous revisions, and is adjusted as the team progresses through development activities.
- e. Updates to the Project Plan should be addressed at design reviews and approved by the customer.