

Date
(show date of most current revision)

(Capstone Marketplace Project Plan Outline)

- 1. Project Plan: Alpha-Numeric Designator
Research Topic**
- 2. University and Department**
- 3. Customer**
 - a. List government “customer” SME’s and alternates, and contact information
- 4. Objective**
 - a. What the project will accomplish in overview.
(Provide Quad Chart per template on the website)
- 5. Organization**
 - a. Student team organization and responsibilities
 - b. Faculty advisors and contact information
 - c. University Capstone Coordinator and contact information
- 6. Execution**
 - a. Write a Statement of Work. List tasks to be done. Show major activities and milestones:
 - i. Describe the process for collecting customer needs, requirements, preferences, and expectations
 - ii. Describe project requirements, constraints, environments
 - iii. Draft a Concept of Operations
 - iv. Describe concepts and alternatives for prototypes
 - v. Show a sequence of reviews that will refine system requirements, concepts, concept selections, preliminary designs, etc
 - vi. Describe proposed user interfaces
 - vii. Present draft block diagrams, N2 diagrams, and other depictions of how system, subsystem, and components are decomposed, and how they are physically and functionally organized
 - viii. Describe processes for:
 1. subsystem component development, fabrication, testing
 2. system integration
 3. all-up system testing (test plans required before tests are conducted)
 4. demonstrations
 - b. List team members who will do activities.
 - c. Show resources and facilities involved
 - d. Show projected “spend plan” for Project Budget

7. Schedules and Reporting

- a. List what is to be done, when, and by whom. Use Gantt or other waterfall chart to show execution activities with team assignments. Show a logical path of development activities, major milestones, reviews, demonstrations and closeout activities.
- b. Describe formats to be used for Design Reviews

8. Communications Plan

- a. Describe schedules for communications with government customers
- b. List types of communications—telecon, videocon, site visit, etc
- c. Specify applications, databases, IT and other tools used for communications. (“Microsoft Teams” will be the preferred virtual connectivity tool. “Zoom”, “Google Meeting”, “Slack” etc. may also be used when appropriate).

9. Deliverables and Acceptance

- a. Describe what is to be provided to the customer. State deliverables by milestones
 - a. Kickoff Meeting. Draft Project Plan including a Quad Chart. These documents are acceptable in preliminary form. Documents will be successively refined in subsequent Design Reviews
 - b. Tangible “end items”—prototype hardware and/or software are required as final deliverables.
 - c. A video summary (not to exceed 8 minutes) of the project and student team results are required
- b. Describe planned demonstrations
- c. Describe how government sponsor will receive deliverables
- d. Describe final project closeout. Copies of Capstone team documents and media shall be archived at Stevens Institute at the conclusion of each review and during closeout.

10. Government Furnished Information/Government Furnished Material

- a. List any material, equipment, software or other support the government will provide to the team

11. Special Requirements:

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

12. References

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

Additional Notes:

- a. A Capstone Marketplace “Project Plan” coordinates the expectations of the government sponsor (client) and the student design team for the conduct of the Capstone project.
- b. The Project Plan is written by the student team, and will be presented at a “Kickoff meeting”, the first formal review with the government customer.
- c. The Project Plan is a contract deliverable.
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- d. Updates to the draft Project Plan will be addressed at the second and subsequent design reviews.
- e. The Project Plan mirrors a typical proposal document, **but it is distinct from the Capstone Marketplace contract between the university and Stevens Institute.**