Project Definition Report & Presentation

The goal of the project definition report and presentation is for the group to provide the faculty, the class, and, most importantly, the client organization with a clear description of the senior design project. The report and presentation should include a problem definition, a problem scope, the project deliverables, and a project time line. Because of the large group sizes, it is necessary that the project can be decomposed into two or more components, so that two or more subgroups can work somewhat independently towards a common goal.

More specifically, the project definition report presentation should provide information on the following topics:

- A description of the client organization, including its size and its goals and mission. If your client organization is division of a large corporation, you must also give the same information for the division.

- A detailed description of the problem that the group will be addressing, including the project objective.

- A description of the scope of the project, e.g., how the project will be decomposed into smaller components and how these components are interdependent.

- A description of the overall approach the group will employ to address the problem. You may not have detailed information on this at this particular time, so you may have to resort to a description of the likely sequence of high-level task that will be performed. You should explain what general analysis and design improvement techniques and methodologies you are planning to use. You must, in a separate paragraph a more detailed description of your data collection goals and methods.

- A description of how the group will measure the value created for the client organization during the project, e.g., performance measures that will be used and how they will be computed.

- A description of the deliverables. It is extremely important to properly manage the client organization’s expectations. What can the client organization expect at the end of the project? A report containing an analysis? An Excel spreadsheet with various macro’s to perform their own analysis? Prototype software?

- A description of the responsibilities of the client organization during the project. There will be certain demands put on the client organization at certain times and it is important that they are aware of this. If you need access to their computer systems to perform data collection, they need to know and they need to know by what time you need access, for example. If you need to interview employees of the company, they need to know and they need to know when to make the necessary arrangements.

- A graphical representation of the project timeline and schedule, with its component tasks and precedence relationships. This includes a short description of each major task.

You will need to prepare a written report as well as a power point presentation. The report should be between 5 and 10 pages (assuming double spacing and font size 12) and the report should have a one page executive summary. The power point presentation should be no longer than 15 minutes.

Legal Contracts

Only Georgia Tech’s Office of Sponsored Programs and Legal Services are allowed to enter into a contract on behalf of the Georgia Institute of Technology Tech. On all written communication, including proposals, forms, data collection sheets, presentation handouts, and other documents, a disclaimer must be prominently displayed that the document has been created as part of a student design project and the Georgia Institute of Technology does not officially sanction its content. The result of any work performed by the student group is the property of Georgia Institute of Technology.