

# ISyE 4106: Senior Design

## Syllabus Additions

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1. This is **YOUR** senior design project in industrial engineering and a close approximation of projects in your professional career. This has the advantage that this is not another lecture class with exams, where the content has been pre-determined by the instructor. Instead it is a real-world design project that you have selected to demonstrate your talents as industrial engineers. This has the disadvantage that you have to be self-motivating, creative, industrious, and you have to manage your time well. My task is to advise you in this effort, not to provide you with solutions.
2. I will take a picture of each of you at the first meeting, so that I can start memorizing your names.
3. You will need to create a time line for the project. You can use Microsoft Project, Visio, or Excel to create this time line or any other software you desire. You need to keep this project time line up to date. Initially, the time line will contain up to 20 tasks and typically it is expanded during the project.
4. Whenever we meet you have to give me a written progress report in bullet-point style. It has to contain header information and three sections. The header information must include the project title and company name and the date. The first section has a list of tasks accomplished since the last meeting with the name of person responsible for this task; the second section has a list of tasks to be done, again with a name of the person responsible; the third section lists any deviations of the project time line. The tasks should be small and have a single person who is responsible for that particular task (“all” is not acceptable).
5. Besides the materials due to Prof. Sokol, there are also deliverables to be submitted to me. In each case, you will need to provide me an electronic version in Acrobat PDF

format. Reports are in portrait format. Presentations should show four slides to a page in landscape format. Anything you submit to me has to have your group project designation, subject (such as Draft Client Proposal Presentation), date, and page numbers on each page. You should review and revise all documents prior to submitting them to me to ensure that they are complete and professional. Failure to do so will have significant negative impact on your professionalism score. You have to submit an electronic copy of exactly the presentation and the report that you give to the client organization no later than during the client presentation.

6. Backup any material you create no later than the end of the day you created this material. Include the date in the file name in the backup. Never delete any material and have at least two physical copies of all your materials.
7. You must give me a CD or DVD at the end of the semester with all the materials you created during this senior design. This in addition to the DVD you have to provide to Prof. Sokol
8. You may consult with other faculty members only after you have discussed this with me and have received my permission.
9. There will be a self-evaluation on three occasions during the semester. You have to submit the completed forms in Adobe PDF format no later than during the three client presentations. The form is available on my web site in the section on courses. I am basing my recommendations to Prof. Sokol on your individual contribution on the scores you receive on these evaluations, on the tasks you were responsible for as documented in the progress reports, and on my evaluation of your contribution during our meetings.
10. A regular schedule for meetings will be established, e.g. your meetings with me will always be on Tuesday at 12 PM. This does not mean we have to meet every week, but rather that our meetings will always be held at the same place and time. Deviations of this regular schedule have to be agreed upon at least one business day in advance. For the regularly scheduled meetings no additional agreement is required. We will meet in the seminar room ISyE 303. You are expected to be present and on time at these meetings. Available time slots are Tuesday and Thursday at 12 and 1 PM. You can request a time slot by email and they are assigned on a first-come, first-served basis.

11. You should consider the faculty interaction time as a scarce resource. Typically this becomes an active constraint towards the end of the semester, so I encourage you to front load the project as much as possible and to adhere to the timeline you created.
12. I expect that there will be three interactions between the client organization and myself. At least one of those is to be held at Georgia Tech.
13. Do you have any questions on the syllabus or these additions? I have prepared this document at the start of the summer term and I will update it if necessary to be consistent with the syllabus for all groups as prepared by Prof. Sokol.