

Phase 1 Report Guidelines

Section 1: Project Description

- 1.1 Describe the project/product
- 1.2 List the requirements/specifications

Section 2: Task Breakdown

Examine the project and divide it into large tasks. For example if a project involved writing a new online game, the major tasks might be: Coding the game intelligence, Coding the graphical interface, Coding the network interface, & testing integrated code. Each of these tasks may have subtasks.

2.1 Task Descriptions

- Task 1: Brief Description
 - Sub-Task 1: Brief Description
 - Sub-Task 2: Brief Description
 - Sub-Task 3: Brief Description
- Task 2: Brief Description
 - Sub-Task 1: Brief Description
 - Sub-Task 2: Brief Description
 - Sub-Task 3: Brief Description
- :
- :
- Task N: Brief Description
 - Sub-Task 1: Brief Description
 - Sub-Task 2: Brief Description
 - Sub-Task 3: Brief Description

2.2 Task Assignments

List the person responsible for each of the subtasks listed above.

Task	SubTask	Person Responsible
1	1	Mr. X
		Mr. Y

Section 3: Schedule

Provide a schedule using any tool (Excel, Microsoft Project, Word,...)

The following is what the schedule can look like – this is only a suggestion! The schedule should have dates, list milestones, and show how the sub-tasks follow each other.

The resolution (I have shown per week and I have listed all sub-tasks) is left to you to decide.

		November 5, 2001	November 12, 2001	November 19, 2001	November 26, 2001	December 3, 2001	December 10, 2001	December 17, 2001	December 24, 2001	December 31, 2001	January 7, 2002	January 14, 2002	January 14, 2002
Mr . A	Sub-Task 1	█	█										
	Sub-Task 2			█	█								
	Sub-Task 3					█	█						
	Sub-Task 4						█	█	█	█			
	Sub-Task 5									█	█	█	█
													█
Mr .B	Sub-Task 1	█	█	█	█								
	Sub-Task 2					█	█	█	█				
	Sub-Task 3								█	█	█	█	█
	Sub-Task 4										█	█	█
													█
Mr .C	Sub-Task 1	█	█	█	█	█	█	█	█	█	█	█	█
	Sub-Task 2					█	█	█	█	█	█	█	█
												█	█
Mr .D	Sub-Task 1	█	█	█	█								
	Sub-Task 2					█	█	█	█	█	█	█	█
	Sub-Task 3								█	█	█	█	█
	Sub-Task 4										█	█	█
													█
Milestones				↑			↑					↑	
				November 15, 2001 Specification Complete			November 28, 2001 Simulations Done					January 9, 2002 Phase 2 Report Complete	

Section 4: Component/Tool List

List the software tools required (C++, Matlab, PSpice, Orcad,...)

List the hardware required

Equipment: oscilloscopes, logic analyzers, FPGA board, cameras, PCs,...

Components: discrete components, special wiring and cabling,...

Section 5: Budget

Not all projects will have this section. From the component/equipment list above, determine which are not readily available in our lab, and investigate the component's availability and price.