Aalto University

ELEC-D0301 Protopaja

Year 2019

Project plan / Projektisuunnitelma

Project #1

Title of My Project / Otsikko

Title: You may alter the given Title of the project, write your decision above. Put here the final version.

Date: 19.6.2019

Keep the names in this page, do not include student numbers here.

Student 1 name (Firstname Surname)

Student 2 name

Student 3 name

Student 4 name

Student 5 name

**Information page**

Students

Firstname Surname

Firstname Surname

Firstname Surname

Firstname Surname

Firstname Surname

Project manager

Firstname Surname

Sponsoring Company

X Oy

Starting date

3.6.2019

Submitted date

xx.6.2019

GENERAL:

Use the Template. Technology to prepare the document is free.

The final format of this document to be submitted to MyCourses is PDF (A4 portrait).

Tämän dokumentin voi kirjoittaa suomeksi or in English.

This template contains Word Styles, please use them. This style is "Instructions" and by Style it is red. Before submitting this document, make sure you have removed all text under this Style.

Use "Normal" style to write the body text.

Especially, keep the first two pages "as is", these are formal pages that must look the same.

# Background / Johdanto

Write in this chapter the background for your topic, as you have understood it. Write using your own words; do not copy-paste any text given by the company or teachers.

Ask questions from your sponsor to get more clear idea what is the background. If your project is related to developing some system, write about what is the big picture.

This is body text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus a neque ac velit fermentum fermentum porta et felis. Sed gravida blandit ex id elementum. Sed erat nibh, vestibulum ac nibh eget, pulvinar hendrerit sapien. Ut consectetur justo enim, eget tincidunt dolor volutpat sit amet. Proin at feugiat ipsum, in sodales est. Nullam at ante justo. In ac tellus tincidunt, iaculis augue at, placerat risus. Cras in eros vehicula, mattis magna id, pellentesque turpis. Ut id urna facilisis, dapibus velit vel, cursus velit. Ut fermentum lacus at risus iaculis placerat. Donec arcu mi, lacinia nec quam ac, convallis ultrices leo. Morbi.

# Expected output / Tavoite

Describe here what is the "Expected output" of your project.

For instance,

* what are the high level functions
* who is going to be the expected user
* what kind of user experience related requirements are set as a goal
* what is the expected performance
* how it is going to be demonstrated in the end of the project, both in the demopäivä

If your company has provided some public material/links etc. of some similar project to help you to understand the problem better, feel free to include some illustration here from those.

# Phases of project / Projektin vaiheistus

Before going to detailed schedule, present higher-level foreseen phases of your project.

Define time constraints for every Phase, when each phase must be completed. Define these as Milestones and write a list of Milestones with the deadlines. You may also use abbreviations like M1, M2, M3, for easier referencing later in the document.

Here are some phases of project you may take into consideration

* planning
* conceptualization
* brainstorming
* learning new skills/knowledge
* fast prototyping
* completing some subsystem
* completing the system
* final delivery
* presentations
* reporting
* ...

# Work breakdown structure (WBS)

Present here your final breakdown(s). The sketches may be included in the Appendix if found necessary.

Number the units appropriately (e.g. 1, 2, 3... or 1.1., 1.2., 1.2.5)

Estimate working hours required to complete every unit.

NOTE: If you have selected approach B (conceptualization phase), you may leave this chapter out in Submission for 19.6.2019

# Work packages and Tasks of the project and Schedule

After you have completed WBS, define Tasks and form Work packages. With these, define your Schedule. You may write these under the following subchapters, or remote subchapters and use presentation format you like for these. In case of large chart, consider putting it as an appendix.

## Work packages / Työpaketit

Define there the Work Packages (WP) of the project and Tasks under those. Preferably, number these like WP 3, and Task 3.4.

Tasks should be the smallest item in the schedule, later.

Define responsible persons for every WP.

Take into account the Milestones defined earlier, to be connected to the WP.

## Tasks / Tehtävät

Define estimated working hours for each task. Show the sum of working hours in all tasks.

## Detailed schedule / Aikataulu

Define here the detailed schedule and logical linking of tasks.

NOTE: If you have selected approach B (conceptualization phase), you may leave this chapter out in Submission for 19.6.2019

# Work resources / Resurssit

## Personal availability during the project / Henkilöresurssit

Describe here the weekly table how many working hours each project group member has planned to use for the project. This table takes into account known unavailability of group members and balancing the work with other curriculum along the summer. Each of you has some parallel activities during summer and schedules of those courses may affect on this table, so now it is a good time to fill your calendar from June to August. Show also cumulative numbers in the last row.

Below is a template for the table, feel free to use that or create your own style (like copy-paste from spreadsheet or so...)

Table 1. Number of hours available for the project (excluding lectures and seminars) per week.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student A | Student B | Student C | Student D | Student E |
| Week 23 |  |  |  |  |  |
| Week 24 |  |  |  |  |  |
| Week 25 |  |  |  |  |  |
| Week 26 |  |  |  |  |  |
| Week 27 |  |  |  |  |  |
| Week 28 |  |  |  |  |  |
| Week 29 |  |  |  |  |  |
| Week 30 |  |  |  |  |  |
| Week 31 |  |  |  |  |  |
| Week 32 |  |  |  |  |  |
| Week 33 |  |  |  |  |  |
| Week 34 |  |  |  |  |  |
| Week 35 |  |  |  |  |  |
| **Total** |  |  |  |  |  |

The sums and sum of sums should be balanced with the sum of required hours in tasks, shown in earlier chapters.

## Personal goals / Henkilökohtaiset tavoitteet

This is an optional subchapter.

Each of you may have your own learning objectives, what to learn and in which tasks to focus in the project. If you decide to drop this optional chapter off, remember to discuss of this aspects in your group.

# Cost plan and materials / Kustannussuunnitelma

Define how the budget of the project is handled. Who is responsible?

Present the budget, as a table of foreseen costs and estimate the total costs for parts, materials etc. that must be obtained during the project (the materials that exist in the beginning of the project are not counted).

If you need to buy services, like manufacturing from external workshop, include these here.

If the project requires materials, define who is responsible getting those and how the procedure works. (In general, the students are not allowed to do any procurement, university policy.)

# Other resources / Muut resurssit

Define here the other resources available for the project.

Do you have:

* additional working place (like a room or a table or a place to store your stuff somewhere?)
* keys for working place?
* devices, like specific computers in your use
* devices, like tools to do something

If you have some tools available which require official instruction before you may use (like all electric powered manufacturing tools are), define here how you will get the permission to use them.

List here the tools of Sähköpaja, you need to learn to use, in order to complete the tasks of the project.

# Project management and responsibilities / Henkilöiden roolit ja vastuut

Define here the responsibilities of each role (project manager, working package leader etc.)

Define as clearly as possible the responsibility of

* Project manager
* Vastuuassistentti
* Company representative
* …

# Weekly Project Meetings / Viikkopalaverit

The Project group consisting of all students should have meetings once a week.

In the beginning of the Project, the meetings are important in order to create this plan, in order to agree on various details. Later on, the focus of meetings is on progress tracking, progress of Tasks etc. and communicating various observations that affect on the project progress and goals.

Define here the default agenda for each Project Meeting, use template. Usually, meetings consists of selecting a "memokeeper", the one who writes the memo/minutes, going through the progress/results since the last meeting, checking this against the planned schedule, agreeing on what each person is going to do by the next meeting, agreeing on the next meeting. Your project probably has some special features that cause you to make your own template.

Like in any meeting, it is important that every person have the same understanding on the starting time. For instance, it is not exceptional that some persons are used to the practice that everything start 15 minutes past the hour, while the other person may arrive always five minutes earlier to the place. In order to avoid delayed starts of the Project Meetings, agree on this and write here your agreement.

Writing a memo of each Project meeting is a standard practice in any project. The memos can be written in short, like just the decisions made, or a little bit longer, that documents some discussion of the meeting. It is up to you to define here what kind of meeting memos you write, but define it here. Define also, where you store these documents.

As important as the memo, is the prepared agenda for the Project meeting. Agree on who is responsible on this. Recommended practice is that the Project manager does this and distributes to others before the meeting starts.

# Communication plan / Viestintäsuunnitelma

Face-to-Face Project Meetings (Chapter 10) are important means of communication, but it is as important to communicate between the meetings. Other communication may be face-to-face too, but some electronic communication means are recommended too.

Typical error is to use multiple communication means and if someone is not following all means, communication breakdowns are common. In general it is beneficial to agree on a common tool for each communication purpose.

Define here how the student group is communicating

* internally in the student group
* with vastuuassistentti
* with company

# Risks / Riskit

Present here the risk analysis of the project plan.

List the risks in the table (one row = one risk). Define the risk, severity of that and present how each risks was taken into account in this plan.

# Quality plan / Laatusuunnitelma

Discuss here how the quality is handled in all phases of the project.

Is the project manager responsible on the quality?

How the project manager is going to take care the quality in each work package?

How the observed problems in quality are communicated? How the actions to improve quality are decided?

# Changing this plan / Muutokset suunnitelmaan

Define here the procedures how to change any part of this plan.

Define who can make initiative to ask change.

Define what the process to change the schedule is. How the decision to change the plan is made. If the decision is made in weekly meeting and some people are absent, how the changes are communicated et cetera.

Define how the change is documented.

# Measures for successful project / Onnistuneen projektin mittarit

Here you define the common understanding how it is measured if the project was successful.

Remember, that learning goals are measures for a successful project too. How to measure that?

Define:

a) How the project final outcome is evaluated

* In case of software, how to test it? In case of hardware, how to test it?
* Where it is evaluated / demonstrated?

b) How the project process is evaluated

* Describe how reaching the milestones is documented and how the quality of deliverables is documented.