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| Activity 10-1 | Team Project 2 |
| Textbook Reference: | Ulrich & Eppinger, Chapter 7 |
| Purpose / Goal: | Finalize potential team problem areas, select focus area, review the lessons learned from the mini-project experience, write team Statement of Work, develop & organize end user wants/needs |
| Materials / Resources Required: | Laptop, paper, pencil, “Example - Statement of Work” Word template,  “Example - Customer Requirements vs. Technical Specifications” Word template |
| Time Allocated: | 1:50 |

# Discuss & Select Team Project Focus Area

* Each team is to continue discussion of potential problem areas that their team project can address
* Each team member should contribute to the discussion and eventually to the decision making process
* Team selects a decision making tool, preferably including a decision matrix
  + An explanation for each criteria used in the matrix (or other tool) must be documented
* Team completes decision making tool to select their focus area
* Optional – invite each team to speak for 3 minutes on their final choice

# Review Lessons Learned

Each team member has learned from their experiences during the mini-project. Document your collected “lessons learned” from the mini-project in a two column table. In the second capture any plans or action items related to each lesson, as in “need more of…” or “try to avoid …”. These will help in your team formation and alert everyone for some of the non-technical “things to watch out for”! Include this table in your team’s final report along with your analysis of how well the team leveraged this information.

# Write Team Statement of Work

The design process continues by clearly and concisely defining the problem statement. The Problem Definition phase includes:

1. Clarify Objectives
2. Establish metrics for objectives
3. Identify constraints
4. Revise Client’s Problem Statement

We have created a template for capturing this information in a Statement of Work document. This is a one page statement of the project’s planned work. It helps define what items are in scope for the project / project team and what items are not to be included. These out of scope items often form the basis for follow-on projects.

The process:

* Working as project teams
* Download and review the template for the Statement of Work
* Note the example given
* Consider how the areas on the template apply to your team project
* Remove the sample text and fill in the template items with the appropriate information for your project.
* Some of the items will require significant discussion and may result in only a very preliminary Statement of Work. The Statement of Work on larger / longer projects may get revised a number of times. In those cases, each revision is typically separately negotiated with the sponsor / client / customer.

The team Statement of Work is to be included in the Milestone 1 Concept Proposal deliverable and serves as an overview of your final choice of project approach.

# Develop & Organize End User Wants/Needs

For your team project, you will next need to identify and document the user’s wants and needs. These are the customer’s requirements. To be successful, your project should be attempting to meet or fill those user requirements.

You will be using the skills developed in earlier classes for:

* defining who are your target customers
* analysis of customer requirements vs. technical specifications
* using creativity tools, e.g. mind maps and decision matrices to capture, organize and prioritize these requirements

This analysis of customer requirements and the corresponding technical requirements is to be included in your team’s Milestone 1 – Concept Proposal deliverable.

# Works Cited

Dym, C. L., & Little, P. (2009). *Engineering Design.* Hoboken: John Wiley & Sons, Inc.