

# Guidelines for TIES Quarterly Project Plan

## Due date and submission procedure:

A Quarter Plan is required for all teams.

New Team Projects: The Plan is to be developed in real time during the week 5 lab, and completed by the end of week 5 and put on your team's web page. Email your fellow team members, faculty advisors, and TA when completed. The Quarterly Plan must be completed and available no later than week 6.

Continuing Team Projects: The Plan is to be developed in real time during the week 3 lab, and completed by the end of week 3 and put on your team's web page. Email your fellow team members, faculty advisors, and TA when completed. The Quarterly Plan must be completed and available no later than week 4.

## Content:

The Quarter Plan consists of three components:

1. An Objectives Statement briefly stating the team's goals for the Quarter.
2. A Quarter Timeline (Gantt chart) showing project milestones (see [Notes on project planning and schedules.](#))
3. A Team Resources Plan in which you summarize what resources your team will need, as far as possible. Example: machine shop, computer lab, LabView software, etc...

## Form:

You may use any common document form (MS Word, HTML, PDF, postscript,...) for your quarter plan document.

MS Project will become available in the assigned labs for your use in preparing Gantt charts to plan and keep track of your project. Please check with your TIES staff or TA for locations of labs with MS Project.

You may also purchase the software for your own use at student discount in the bookstore.