

# SYDE462 - Project Plan Update Memo

## 10% of course grade

**Due Friday, January 20th, 2023 by 8pm ET on LEARN as a single PDF document.**

**2 pages maximum.**

Write a short, 2-page memo that provides an update on the progress of your project, with a focus on how you plan to complete the course.

### **Memo Requirements:**

#### **Problem Definition**

- What is your Situation Impact Statement (or similar brief, but clear description of the problem you are solving)?
- How has your problem definition evolved, and where is it currently at?

#### **Graphical Representation of Completion Plan**

- Include a graphical representation for your plan. Find an appropriate balance between only providing a high level overview and providing too much detail. We don't need to see every single task down to the minute, but you should include more than just the basic steps of the SYDE Iterative Design Process.
- Focus on discussing/communicating things beyond just the basics of course deliverables and due dates.

#### **Discussion of Completion Plan**

- How are you going to complete the project, what will you deliver for the panel exam and how have you planned for possible issues?

#### **Better submissions will:**

- have a clear intents, goals, and paths and will set reasonable expectations for the outcome of the project within the timeframe of the course.
- not be missing key components of the project deliverables or have obvious gaps or issues.
- effectively communicate the ideas in a professional tone without typos or grammar issues.
- include legible graphics and appropriate amounts of detail.

**General Rubric:**

Missing components = 0%

U = 40% - Unsatisfactory (clearly below standard for a 4th year level SYDE student)

M = 50% - Marginal (meets minimum expectations)

S = 60% - Satisfactory (demonstrates basic competence for the project undertaken)

G = 70% - Very Good (good demonstration of engineering knowledge and design skills)

E = 85% - Excellent (excellent work, above average design skills and real insight into the problem)

O = 100% - Outstanding (showcase worthy work, well above expectations)