

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Manager:**

- Motivates the team and ensures they complete the project on time.
- Manages the development of the project plan.
- Identifies and leads team in resolving problems in a timely manner.
- Helps to decide which members of the group will do each part of the activity.
- Reads directions aloud for the group.
- Keeps group on task.
- Ensures the group follows directions.
- Responsible for communicating group status to the instructor.
- Locating and reading technical information needed by the group, then supplying that information to the group.

**Materials Manager:**

- Responsible for determining all needed material as outlined in the Project Plan
- Determines, tracks and records all costs of needed materials
- Responsible for keeping all costs for needed materials at a minimum
- Helps Project manager resolve problems in a timely manner
- Helps develop alternate solutions to problems
- Ensures that those materials needed by the group are then obtained
- Sets up the materials needed by the group at the start of each session
- Makes sure all materials are cleaned up at the end of each session
- Locating and reading technical information needed by the group, then supplying that information to the group.

**Technician:**

- Ensures the accurate recording of all data, observations and diagrams needed by the group
- Ensures all measurements performed by the group are done and recorded accurately
- Ensures all materials used by the are not wasted in order to keep costs down
- Helps Project manager resolve problems in a timely manner by examining and evaluating data, then selecting corrective steps
- Helps develop alternate solutions to problems
- Locating and reading technical information needed by the group, then supplying that information to the group.
- Ensures all equipment needed by the group in available and working

**Problem & Constraints** *(State the problem and constraints in complete sentences.)*

5%

**Research** *(Include a list of research materials used for this project: such as books, websites, video programs, companies, expert individuals {include credentials, such as BA, MA or PHD} etc.)*

15%

**Individual Product Design** *(Include a drawing of the item or items to be turned in along with this project. Be sure drawings are as detailed and labeled as possible.)*

20%

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Decision Matrix**

10%

**Group Proposed Product** *(include a materials list and tools)*

10%

**Results** *(include a photo of the product)*

20%

**Conclusion** *(what are you going to say during the presentation?)*

20%