
MEMORANDUM

Date: March 30, 2006
To: Quality Assurance Team
From: New Product Development Team 2:
Jane Appel, Project Manager

How this document is organized:

- Page 3:

On this page is the parts specifications list for parts in the Omega Assembly Kit that will be used to construct the Tornado Tracker I. When you assemble the Tracker, use only the parts in number and quantity as listed on this sheet. The parts list contains 10 unique parts and 31 pieces and gives the following details:

Part No.: The reference number of each part

Instructions

These instructions will help you to assemble the Tornado Tracker I. In Part I you will create a new sheet, collect and place your parts on the sheet, and then make the number of copies needed for each part. Part II instructs you on how to assemble the Tracker by using the collected parts.

This section instructs you on collecting the parts and then making the number of copies required for each part.

1. Create a new sheet in the Omega Kit

You will place the 11 unique parts on this sheet and make copies as needed for each part of the Tracker.

2. Part No. 1, the 4 in. x 9 in. Yellow Rectangle

This is the body of the Tracker.

Note: You will find the yellow rectangle positioned in your kit at an angle of -90 degrees. This -90 degree angle causes the yellow rectangle to appear to be a horizontal shape, rather than a vertical shape, as a width of 4 in. x 9 in. would indicate. -90 degrees and horizontal is the correct angle and position for this part.

Find the yellow rectangle in the kit and place it on the newly created sheet

3. Part No. 2, the 1.5 in. x 1.5 in. Black/Gray Gradient Circle

This is a wheel of the Tracker.

3.1 Find the black/gray gradient circle in the kit and place it on the sheet

3.2 Make **1 copy**

6. Part No. 5, the 1.5 in. x 1.5 in. Red Square

This is a window for the Tracker.

- 6.1 Find the red square and place it on the sheet
- 6.2 Make **3 copies** of the red square on the sheet.

7. Part No. 6, the 1.5 in. x 1.5 in Black/Gray Gradient Octagon

This is the Tornado View Finder

- 7.1 Find the black/gray gradient octagon and place it on the sheet

8. Part No. 7, the 0.625 in. x 2.5 in. Light Green Vertical Rectangle

This is a door of the Tracker.

- 7.1 Find the light green vertical rectangle and place it on the sheet
- 7.2 Make **1 copy** of the light green vertical rectangle on the sheet

9. Part No. 8, the 1.5 in. x 1.5 in. Red Hexagon

This is the camera for the Tracker.

Find the red hexagon and place it on the sheet

On your new sheet in the Kit, you should now have the following parts and quantities:

1 Body (4 in. x 9 in. Yellow Triangle)

2 Wheels (1.5 in. x 1.5 in. Black/Gray Gradient Circle)

2 Wheel Covers (1.5 in. x 1.5 in. Light Green Cross)

14 Bolts (0.5 in. x 0.5 in. Light Gray Circle)

4 Windows (1.5748 in. x 1.1811 in. Red Rectangle)

Octagon

2 Doors (0.625 in. x 2.5 in. Light Green Vertical Rectangle)



<i>Problem</i>	<i>Solution or Explanation</i>