



MEMORANDUM

Date: March 13, 2006
To: Andrew Williams, Jane Appel
From: Jane Appel, Project Manager
Re: Management Plan for OMEGA New Product Design

On Thursday March 9 we met as a team for a kick-off meeting of the Omega Corporation new project development. We discussed the scope of the project, the management plan, the type of product we will create, and the follow-up procedures for the project. The purpose of this memo is to summarize the decisions and present a management plan that we will follow.

The Omega corporation has been commissioned by the National Weather Service to design the prototype of the Tornado Tracker I, a state-of-the-art vehicle that will allow for the tracking and study of tornadoes. The Tracker will gather data that will ultimately lead to an improved national early detection system for tornadoes.

Project Mission

Our Mission: Our project is to design a prototype of a new product for the Omega Corporation. The product will be designed by using the Omega Design Kit. The purpose of this project is the completion of a new product design for the Omega Corporation to fulfill a contractual obligation with the National Weather Service.

Secondary Objectives:

- Develop a set of guidelines for which the team will come to agreement on a new product.
- Gather and review core requirements from the National Weather Service.
- Develop the product using Omega's construction kit with a minimum of 30 pieces and 10 unique parts.

Project Plan

Outline below are the tasks for each team member in developing the Tornado Tracker I:

Jane, Project Manager: Schedule and conduct meetings, write, and submit all assignments.

Andrew, Project Lead Designer: Implement design specifications and assist in writing and editing

The following steps outline the tasks that must be completed to achieve our mission and objectives:

1) Management Plan

Jane will take the lead on the Management Plan by creating and submitting the document. Andrew will supply editorial input.

Due- March 13, 2006.

2) Product Design Implementation

Andrew will take the lead on design implementation by compiling the agreed-upon product ideas in Visio.

Jane will provide product design modification and improvement ideas

Due- March 20, 2006.

3) Individual Parts List and Assembly Instructions

Each team member will create an individual parts list and assembly instructions for the final prototype product.

Due- March 20, 2006.

4) Bulletin Board Post With Individual Parts List and Instructions

Each team member will post his or her individual parts list and assembly instructions for group review and revision sessions.

Due- March 20, 2006.

5) Bulletin Board Feedback Postings

Each team member will review the other's parts lists and instructions set to provide constructive criticism and recommendations for final draft of parts list and instructions.

Due- March 22, 2006.

6) Team Parts List and Assembly Instructions Draft

Final parts list and instructions will be posted to team board for review.

Due- March 25, 2006.

7) Parts list and Assembly Instruction Submission

Jane will submit the final product parts list and assembly instructions.

Due- March 27, 2006

8) Quality Assurance Testing

Team members will participate in QAT exercise and document results.

Due- April 3, 2006

