

Title: Proposal for Project Organization

Topic: Proposal on how to structure the Lafayette College Electric Vehicle project for the 2015 Spring Semester

Date: 12/7/14

This document describes the structure for the teams and project as a whole based on the document from Professor Nanovich.

Each team needs a team organizer and the project needs a Project organizer and a treasurer. The duties are discussed below.

All positions will be assigned before the end of the fall semester, under review if the teams change.

1. Project Organizer:
 - a. Create and organize the project website
 - b. Decide which project management software to implement (i.e. Microsoft Projects etc.)
 - c. Organize weekly meetings with all Team Organizers and the Project Treasurer on Sundays
 - d. Facilitate weekly meetings which entail:
 - i. Facilitate the establishment of technical goals for each team for the next week and compare and reassess the goals with the overall project timeline
 - ii. Review the previous week's goals for completeness, and identify areas of weakness so as to not repeat again
 - iii. Listen to and mediate team issues
 - e. Contract specific people within the group to do project level tasks not assigned in this document (i.e. presenters etc.)
2. Team Organizer.
 - a. A team organizer would be responsible for attending weekly meetings with the Project Organizer and the other Team Organizers to
 - i. Give status updates on the teams progress.
 - ii. Convey any concerns anyone in the group has with the project
 - iii. Highlight any problems the team will face that week (i.e. personal interviews or other schedule conflicts)
 - b. Outside of the weekly meetings:
 - i. During the last week of school, schedule a meeting with the team to talk about ideas on what the team can accomplish
 - ii. Attend a meeting with other Team Organizers and Project Organizer before the end of the fall semester to decide what each group will be doing technically

- iii. Organize the formation of each individual team's portion of the Preliminary Design Review (start over the winter break)
 - c. Handle inter-team Problems
- 3. Treasurer
 - a. Handle the funds assigned by Lafayette College
 - b. Create a Budget for the Project
 - c. Create a system of work orders to facilitate buying of necessities
 - d. Give weekly reports
 - e. take notes at the weekly meetings