

Hayden Fisher – Organizational Project Manager AuBi Robot – Senior Design 2021-2022

Roles and Responsibilities: As the organizational project manager, my primary job lies in the insurance that the team is communicating with one another and moving forward on schedule towards our goals.

- I will lead Wednesday status meetings in order to get updates from each team about their progress.
- Ensure that all teams are staying on schedule. Should we fall behind at any point, I will work with the team to develop a plan which outlines how we will get back on schedule and determine what additional help will be needed in order to make this happen.
- I will continue to update and organize the shared Google Drive so that all members of the team are able to find the necessary documentation for each individual subsystem and top-level goal.
- I will update the website periodically in order to ensure that the most current versions of our designs are presented, and all information is displayed clearly and concisely for easy access and understanding of our project and its progress.
- I will work with the budget manager in order to ensure that we are staying within our budget and that purchases are being made by each team at the expected times and for the products specified in the purchase documentation
- I will facilitate communication between sub-teams in order to ensure that there are no miscommunications regarding functionality specifications of the robot.
- I will work closely with the technical project manager in order to ensure that the status of each team is known at all time and additional help can be allocated to teams requiring immediate assistance. I will also work with the technical project manager to develop code standards and cohesive documentation for all aspects of the project.

Sub-Team Roles and Responsibilities: In addition to my role as organizational project manager, I will also be involved in the physical design and construction as well as the development of our biometric systems. My role as a member of each of these teams is as follows:

- Work with the team leader for each of these sub-teams in order to meet all deadlines for team goals
- Ensure that any and all work assigned to me is completed by the requested deadline.
- Actively assist in the development of each of these systems and ensure that our team meets the specifications given by our project's top-level goals

Growth Potential: As the organizational project manager, I hope to improve my skills in team leadership and learn more about how to balance the need to hold people accountable while still ensuring that each member feels their voice is being heard and listened to throughout the process.