ENGR 101 – Design Project

Now that your team has selected a solution idea for your design project, the next step is to implement the project. Proceed with the following steps to complete your project:

1. Meet with the instructor Dr. Edmund Tsang to discuss fine-tuning your solution idea and presenting the solution to your “potential customer.” Schedule a meeting with Dr. Tsang as soon as possible and prior to 11/18 at 5 p.m. to discuss your team’s solution idea and presentation to the “customer.” You can either call Dr. Tsang (276-3249) or Kristie Sturmoski (276-3248) to set up the appointment.

2. Present Solution to “Potential Customer” and Get Feedback: Contact Dr. Carol Crumbaugh (Ph: 387-1723; Email: carol.crumbaugh@wmich) to set up an appointment to present your project and its solution to her and/or her EC 402 students. Your presentation should address the following:
   a) The concept(s) illustrated your project
   b) The nature of the activities
   c) The grade level(s) of the activities
   d) The data/variables that the “hardware” can be used to collect/manipulate

You can either present your project to Dr. Crumbaugh and ED 402 students on November 20 from 12:30 to 1:20 at the West Main School Professional Development Center on West Main Street, or make an appointment and present the project to Dr. Crumbaugh. This should be completed prior to November 21 at noon to your sufficient time to implement the project.

3. Create a Bill of Materials: Create a part and material list and send it in the form of a memorandum to Dr. Edmund Tsang for approval. Once the Bill of Materials is approved, your team can purchased the parts and materials for your project. Each team will have a budget of up to $50.00. If your team needs more than $50.00, explain your rationale to Dr. Edmund Tsang. Your team will have two choices to purchase the parts and materials for your design project:
   a) Pay for the parts and materials first and get reimbursed. You must get itemized receipts from all vendors in order to get reimbursement.
   b) Request cash from Dr. Edmund Tsang for the parts and materials. You must provide itemized receipts from vendors.

4. Build and Assemble: Room A110 has been set aside for your team to build and assemble the hardware for your design project. Dr. Tsang will provide you with a schedule to use Room A110 from November 24 to December 6 so there will always be someone there to supervise your team, and also with a list of available tools. If your team needs additional tools, be sure to communicate your need to Dr. Tsang immediately. Sign up to use Room A110.

5. Prepare Design Project Written Report and Oral Communication: Information regarding the format for design project written report and oral presentation will be provided to you after Thanksgiving break.