

# **Project organisation and management**

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# 1. Plan of approach

## Introduction

A plan of approach is the basis of a project. It is a contract, between the clients of the project and the project team, where the targets and the steps to achieve them will be concretely described. The limitations and the assumptions that go paired with the project are discussed.

- **Reason**

The task is responsible for the development of scientific and technological insights and skills, cooperation quality and communicative skills for the industrial engineer students.

- **Approval and adjustment**

This PVA will be turned in at the end of week 1.

## Project description

- **Client**

The clients are the accompanying professors of the engineering experience 4 with the second phase of industrial engineers at Groep T, in particular also Tan Ye who is the project coach for group M10.

- **Contractor**

The contractors are the participating students of the second phase at Groep T, in particular 8 students of group 10 and group 7:

Name	E-mail	Function
Christof Struyf	<a href="mailto:christof.struyf@student.groept.be">christof.struyf@student.groept.be</a>	Project co-worker, Alternating secretary
Maarten Taekels	<a href="mailto:maarten.taekels@student.groept.be">maarten.taekels@student.groept.be</a>	Project co-worker, Alternating secretary
Philip Claessens	<a href="mailto:philip.claessens@student.groept.be">philip.claessens@student.groept.be</a>	Project co-worker, Alternating secretary
Mario Sequi	<a href="mailto:mario.sequi@student.groept.be">mario.sequi@student.groept.be</a>	Project co-worker, Alternating secretary
Niel Vidts	<a href="mailto:niel.vidts@student.groept.be">niel.vidts@student.groept.be</a>	Project co-worker, Alternating secretary
Jana Ostijn	<a href="mailto:jana.ostijn@student.groept.be">jana.ostijn@student.groept.be</a>	Project co-worker, Alternating secretary, team leader
Stijn Verstraeten	<a href="mailto:stijn.verstraeten@student.groept.be">stijn.verstraeten@student.groept.be</a>	Project co-worker, Alternating secretary
Mathias Deraet	<a href="mailto:mathias.deraet@student.groept.be">mathias.deraet@student.groept.be</a>	Project co-worker, Alternating secretary

- **Initial situation – backgrounds**

Framed inside the course of industrial engineer this project forms a part of the total engineering experience that runs over various phases.

Across a time line of roughly 14 weeks a team of 8 students needs to complete this project.

- **Targets**

The skills we want to reach at the end of the project are very divergent. We want to increase our technical skill by making a solar driven vehicle. This will give us a better view of industrial life. The second aspect we want to reach, goes paired with the social. By doing this project in team, we want to increase our cooperation skills, because bottom line an engineer will always need to work in some form of a team. Also learning to write reports will increase our writing skills. In conclusion we want to learn how to write good reports and how to utilize a Gantt Chart. Furthermore we would like to increase our enterprising skills.

- **Problems**

A possible problem could be the time limit of the project which means we will have to keep in mind what we can achieve in the limited time. Adjustments to the planning might also be necessary as the project proceeds. The task management needs to remain flexible, in case the time allocation for a specific task is deemed wrong another student needs to be able to aid in the task. Because of the cooperation requirement between 8 people of different groups is necessary there will need to be a concrete planning where everyone is able to commit to it. Last minute works should also be avoided by evaluating the advancements throughout the project.

Some assumptions will have to be made: the available sources on the internet has to be adopted if considered trust worthy.

## Anticipated result

The project will be stopped in the 13,14<sup>th</sup> week , There are various deadlines and controls before time. Eventually a full report will need to be made to fulfil the clients demand.

- Engineering part: A solar powered vehicle has to be made, and it must be able to follow a certain track. Before really making it, the vehicle has to be designed, analysed and optimized.
- Enterprising part: At the end of the project, there should be a Wikipedia page with all the info about our project. After doing a market research, a business plan has to be developed.
- Educating part: Learn to treat information individually and learning to work as a team.
- During the duration of the project meetings will be held and after each one a report will be made. This will be added to the documentation file. At the end of the project a report will need to be written about the development of the project. The team shall also be evaluated by 2 peer assessment.

## 2. Cooperation Contract

### Team name and logo

2Fast2Solar



### Contact information

Name	E-mail	Cell-number
Christof Struyf	<a href="mailto:christof.struyf@student.groept.be">christof.struyf@student.groept.be</a>	0495/381714
Maarten Taekels	<a href="mailto:maarten.taekels@student.groept.be">maarten.taekels@student.groept.be</a>	0479/478275
Philip Claessens	<a href="mailto:philip.claessens@student.groept.be">philip.claessens@student.groept.be</a>	0495/995058
Mario Sequi	<a href="mailto:mario.sequi@student.groept.be">mario.sequi@student.groept.be</a>	0485/877760
Niel Vidts	<a href="mailto:niel.vidts@student.groept.be">niel.vidts@student.groept.be</a>	0495/451960
Jana Ostijn	<a href="mailto:jana.ostijn@student.groept.be">jana.ostijn@student.groept.be</a>	0479/466983
Stijn Verstraeten	<a href="mailto:stijn.verstraeten@student.groept.be">stijn.verstraeten@student.groept.be</a>	0496/402465
Mathias Deraet	<a href="mailto:mathias.deraet@student.groept.be">mathias.deraet@student.groept.be</a>	0496/736745

Project leader: Tan Ye

### Short description EE4-project

First of all a WBS and gantt chart is needed to allow for adequate planning.

Furthermore the problem needs to be defined and possible solutions stated.

*The engineering part* is the making of the SSV. This will be achieved with a DC motor and a solar panel. To realize the SSV to reality means that a design, simulation (with Matlab) and modification will be needed.

*The enterprising part* exists out of market research and a business plan that is based on the 4 P's of marketing.

*The educating part* consists of the individual processing of information, cooperation as a team, writing of a report and additionally communication with the outside world using a blog.

## Team analyse

Teamwork is the cooperation of multiple people that work on a bigger picture by giving each individual person a task that contributes and realizes the end goal including its demanded quality. While working in team a lot of problems can be avoided few necessary skills to improve team work are:

**Listening:** It is crucial to listen to other people's ideas. If people are free to state their ideas then as a consequence other ideas will be created. This will also improve the team synergy and productivity.

**Questions:** To reach our targets questions are sometimes necessary. By asking these confusion is avoided and allows for a better comprehension of the current plan.

**Respect:** Mutual respect for others ideas and your own will increase the team spirit.

**Help:** To help each other is essential in teamwork .

**Sharing:** To improve teamwork it is important to exchange information with each other. By doing this every team member will be aware of the current state of the project.

**Dividing tasks:** By dividing tasks we can ensure that there will not be too much strains on a single person, everyone takes a task thus making it easier to meet deadlines and spreading the load as evenly as possible.

The team should have a realistic attitude and make plausible deadlines to ensure the team is not overstressed. Furthermore once there is a deadline planned a full commitment to it must be respected.

## **Agreements**

### **Rules of attendance**

Attendance is crucial on contact hours and lessons.  
In case of absence advance warning must be given to team mates.

### **Repeated absence leads to**

Procedure of repeated absence/insufficient work

- Repeated absence(that was not announced) will be brought to the groups attention.
- No improvement will cause a warning.
- A second warning means that the supervisor will be informed.
- Still no improvement is followed by being banned from the group!!

### **Rules of participation**

Every week tasks can be given to be finished at home for the following week. This must be executed. If these tasks are not done more than twice then the supervisor will be informed. Everyone is assumed to be fully committed to improving team spirit and to achieve the set targets.

### **Rules of meetings**

The meetings will be led by a different team member every time. He/she will be held responsible for the meeting report. The time as well as the place will be agreed on beforehand. This can vary week by week, because of varying class schedules.

### **Rules of reporting**

Meeting reports shall be made by the meeting leader. This can vary. He/she will type the report and send it to the other team members. The original will be kept in a documentation folder.

### **Rules of contact**

If a mail is sent after 22h, then it cannot be assumed that this mail will still be read the same day.

If truly urgent then contact can be made through a cell phone.

### **Rules of correspondence via mails to professors**

Any mail send to a professor must be sent in CC to the other team members.  
It is expected that everyone reads this mail so that everyone stays informed.



### **3. WBS**

See attachment

### **4. Gantt Chart**

See attachment