

**Intermediate Project Deliverables**

1. Project Definition and Alternatives Memo ( ~ End of February)
2. Design Review Presentation (April 2<sup>nd</sup>)
3. Project Management Memos – Schedule, Task reviews (throughout project)

**Final Project Deliverables****1) Activity Equipment and Poster**

- a) All equipment necessary for an interactive activity about your theme area
- b) Activities take 10-12 minutes
- c) Can be run by one or two people with little or no background
- d) Easy to set up and take down
- e) Can be run on an 8 foot table
- f) Can be stored in a 31 gallon Rubbermaid tub (provided by Science Central)
- g) Durable materials

**2) Activity Binder - with instructions for your activity including:**

- a) SIMPLE step-by-step list of table setup instructions
  - i) a diagram of the table layout
  - ii) list of components
- b) a list of “fun facts” on your specific activity
- c) Teachers handout – (“extras” for teachers) - related activity for teachers back in the classroom.
- d) master copies of lesson plans
- e) master copies of all handouts
- f) A list of state and/or national standards that will be addressed by the activity at your station.
- g) trouble shooting suggestions,  
(a) (see student tip sheet from Science Central on Alfresco)

**3) Final Report (detail on reverse side)**

# **Final Report Organization**

(bolded items are required section titles)

## **Title Page**

**Executive Summary** (everything in two pages including final conclusion /recommendation)

## Detailed Design Report

- **Table of Contents**
- **List of Figures**
- **List of Tables**

### **I. Intro/Background**

Including:

- Needs Assessment
- Overall Goal
- Detailed Goals and Specifications (usually lists or tables)
- Project Scope - limitations (what didn't you do)  
& constraints (what you had to do or not do)
- Prior work (literature)

### **II. Final Design**

Including:

- Design description
- Result of use at Science Central
- Design drawings (assembly, layout, flow ...)
- Bills of material
- Costs (breakdown and sources)
- Pictures of design
- Lesson Plans
- Design calculations

### **III. Alternative designs**

Including:

- Description of concept for each alternative
- Basic drawing(s) for each alternative
- Order-of-magnitude costs for each alternative
- Comparison including ranking, weighting factors & a decision matrix

### **IV. Methodology**

Including summary of

- Overall approach
- Key decisions (a listing/summary, not a history)
- Design Comparison approach
- Cost estimation method

### **V. Conclusions / Recommendations**

Should be a list that is specific and quantitative about what should be done (no further-study recommendations allowed with out prior approval from instructor).

### **VI. Bibliography**

### **VII. Appendices**