

Assignment: Project Requirements (PR)

Due date: must be submitted electronically by 6 p.m. the day of your tutorial in Week 6 (Oct. 10-14). Google Docs and Turnitin submissions are due at the same time.

This team assignment will serve as a contract between you and your client. The document must give a complete solution-independent engineering definition of the project for which you will be designing a solution. The document must include value-added information beyond that in the client statement, including information gathered from sources other than your client and your own critical thinking on the project.

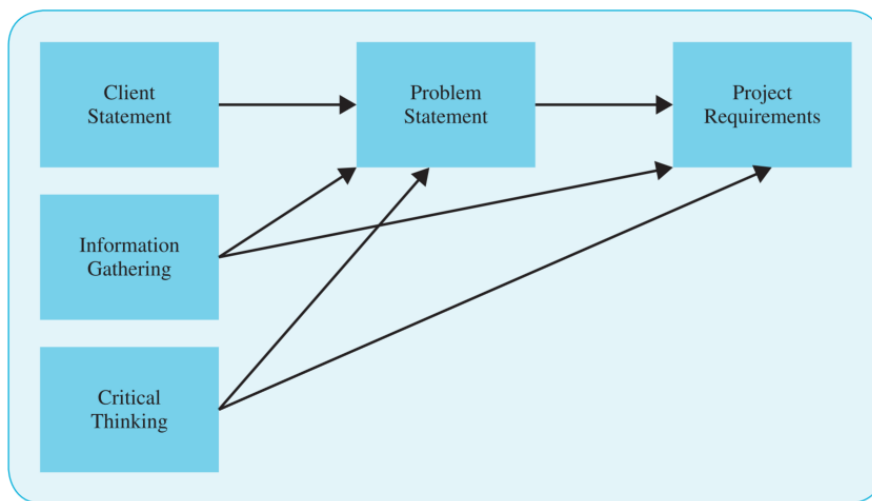


Figure 1: Moving from a client statement to requirements requires gathering more information about the problem and critical thinking.

Required Content for PR

Only one assignment is required per team. Each assignment must include:

- Cover Page (posted template)
- Executive Summary (start on new page after cover page)
- 1. Project Requirements (start on new page after Executive Summary)
 - 1.1. Problem Statement
 - 1.2. Stakeholders
 - 1.3. Functions
 - 1.4. Objectives
 - 1.5. Constraints
 - 1.6. Service Environment
- 2. Conclusion
- 3. Reference List (IEEE format)
- Appendices

- Attribution Table: In addition to the required content for the PR, a hard copy of the attribution table must be completed and signed by ALL team members. This attribution table must be submitted to the Teaching Assistant (TA) in the tutorial of the assignment deadline. This does not need to be submitted digitally.

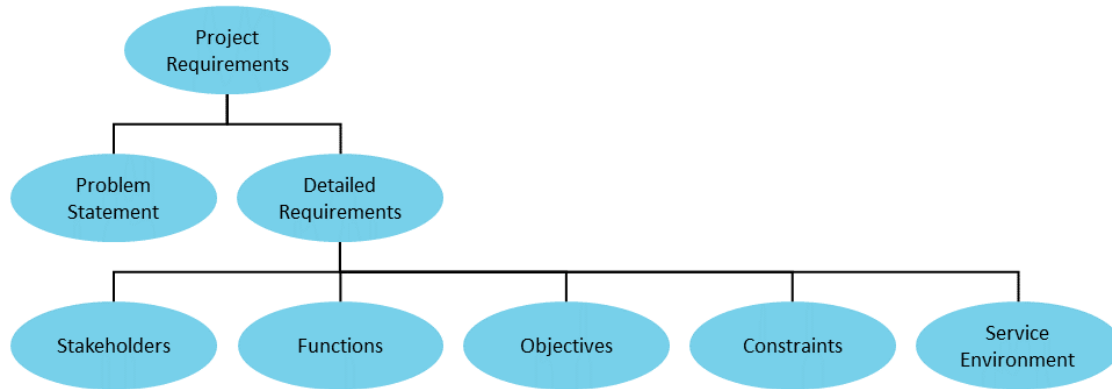


Figure 2: There are many components of the Project Requirements

Format:

- **No less than 1200 words** and **no more than 1500 words** excluding the Cover Page, Executive Summary, Reference List, and Appendices. Any words beyond the limit will be crossed out and will not be considered as part of the document.
- Formatting **must** follow “Document Style Requirements” in *Communication in ESP* in Course Information posted on Blackboard.
- Figures and tables, with descriptive labels, should be included within the text, where appropriate.

Optional Draft Submission

If a team wishes to receive ungraded feedback from the TA on their team assignment prior to the assignment deadline so that they can correct important errors before grading, the team can submit one draft to the TA four days before the assignment deadline. The TA will only be checking the draft for major errors – the TA will not read or comment on everything. The TA may instruct teams to submit a draft by a certain time. Submitting a draft is optional.

Requirements for submitting Final Draft for grading

Write and submit your assignment in a single Google Doc file shared with your TA, Communications Instructor (CI).

- I. Create this file by opening the link to the cover page posted in Blackboard. You will not be able to edit this file.
- II. Under File select Make a Copy to make a copy in your home Google Drive folder for which you are the owner and can edit.
- III. Rename this file using this **strict** naming scheme:
 Tut## - Team number – Team leader name - PR – Draft
 I.E. Tut10 – Team 02 - Lee Logan – PR – Draft

IV. Share this file with your TA and CI and give them permission to edit.

V. **To officially submit**, rename the assignment file in Google Docs by changing the word “Draft” to “Final,” but keeping all the other identifying parts of the file name. By the same deadline a PDF version exported from your Google Docs document **must be** submitted to Turnitin. Instructions for enrolling in Turnitin will be posted in Blackboard in advance of the assignment deadline. If your Google Docs or Turnitin submission is late, then standard late penalties apply (see below – Late Penalty).

There is no hard copy submission of the PR. The required content must be submitted to your TA as a single shared Google Docs document before the deadline. Other forms of submissions, hardcopy or digital, will not be accepted.

Only this single file will be graded. Students are NOT allowed to work offline or save the document to their desktop and work on it. Everything has to be online so that the TA can review the revisions and changes you make.

Any variance from this process will result in an incomplete submission; so be sure to get the syntax of the name right. Be sure to get the correct Google Account address from your TA and CI (their Google Account address might be different from their contact email address).

Late Penalty

For each portion of 24 hour period past the deadline there is a 10-mark (out of 100) penalty on that assignment. Late assignments will not be accepted beyond 72 hours past the deadline. After that point, a grade of “zero” will be assigned.

The assignment will not be considered submitted, and will accrue standard course late penalties, until the document:

- is shared with both the TA and CI in Google Docs,
- is named in the required syntax,
- is in a single file,
- is submitted to Turnitin,
- contains all required components.