

PROJECT CHARTER – this must be typed or VERY CLEARLY hand printed!

The purpose of the Project Charter is to make sure students have identified a viable project, they are aware of basic required resources and restrictions, and their faculty advisors are in agreement.

Choose your team name carefully. It must be appropriately descriptive:

Clearly descriptive team name (not “cutesy”), 20 letters or less: _____

Lead Engineer (Fall): _____ Lead Engineer (Spring): _____

Team members: _____

Has team identified an Industrial Advisor? **Yes/No** If yes, who: _____

Is there a Client Sponsor for the project? **Yes/No** If yes, who: _____

Brief description of the project objective (30 words or less):

Engineering content associated with fabrication may include creating and testing prototypes (must have a test plan) that lead to design revisions (resulting from lessons learned), component selection, etc. Students also must understand that if the project depends upon fabrication, that they **must allow sufficient time** in their schedules for things to go wrong. It is very common for engineers/students to place an order for materials, supplies, etc., only to find out it is out of stock, or they receive the wrong thing, and so forth. To improve the chance of success, materials and supplies **must be ordered prior to the second semester** of the course. It must also be understood that students are responsible for all expenses associated with their projects, though there are a variety of funding sources they can explore.

Students understand the above.

Will a prototype be built?

Please initial _____
Yes No

Briefly describe additional resources that may be required (shop support, financial support, support from industry, special software, etc.) and describe how these resources will be acquired by the team.

All team members are to acknowledge they understand by initialing as requested. The team understands they need to meet with the relevant technician to discuss and complete a Shop Request Work Order well in advance of need.

Please initial _____

The team is aware that before approaching local companies or organizations for support, they need to discuss this with the course instructor. Support from corporations, or foundations must never be pursued without permission from the University’s Development Office.

Please initial _____

If travel is required for this project, students are aware that they must abide by the University’s travel policies. A copy of the policy can be obtained from the course instructor, or Public Safety.

Please initial _____

Faculty Approval: _____
[Assigned after the project content is known.]