



LEVEL II GUIDELINES

FALL 2009

Level II marks the mid-point in the design team's effort.

Design concepts begin to take shape for first-semester teams; "customer" needs are addressed; and a method of down-selection is implemented. Second semester teams are full-steam-ahead tweaking designs, models or prototypes. It's a busy time.



LEVEL II - DESIGN TEAM RESPONSIBILITIES	
FIRST SEMESTER TEAMS	SECOND SEMESTER TEAMS
<ul style="list-style-type: none"> <input type="checkbox"/> Weekly <i>Tuesday Tag-Up</i> <input type="checkbox"/> Submit a <i>Midterm Report</i> <ul style="list-style-type: none"> - Use <i>Midterm Report Writing Guidelines</i> - Incorporate reviewer feedback. - Use quantifiable requirements/ constraints to demonstrate customer needs. - Profile concept variants. - Illustrate method for determining concept feasibility/down-selection. - Consider safety & risk factors - Incorporate visual elements to communicate concepts to reader. - Adjust project timeline & budget plan. <input type="checkbox"/> Appendices: <ul style="list-style-type: none"> - Option Area Reports [if completed]. - Midterm Budget Report. - Team Trip Report [field experience] - Team Patch .jpg / with description. - Pugh Chart. - Other – as needed. <input type="checkbox"/> Power Point Presentation <ul style="list-style-type: none"> - Prelude to final presentation – this rough draft should mirror midterm report. 	<ul style="list-style-type: none"> <input type="checkbox"/> Weekly <i>Tuesday-Tag Up</i>. <input type="checkbox"/> Submit <i>Midterm Summary of Work-in-Progress</i> <ul style="list-style-type: none"> - Use <i>Midterm SOW Writing Guidelines</i> - Consider reviewer comments. - Provide an update on project status. - Discuss modifications & problems. - Address safety considerations. - Testing and preliminary results. - Estimate actual cost to develop/market. - Adjust project timeline as needed. <input type="checkbox"/> Appendices: <ul style="list-style-type: none"> - Option Area Reports [if completed]. - Midterm Budget Report. - Team Trip Report [field experience] - Team Patch .jpg / with description. - Pugh Chart. - Other – as needed. <input type="checkbox"/> Submission of a draft Power Point Presentation is not required of second semester teams.
LEVEL I DELIVERABLES <ul style="list-style-type: none"> <input type="checkbox"/> Tuesday Tag-Ups. <input type="checkbox"/> Midterm Report / Midterm SOW [to TSGC, FA, Mentor] <input type="checkbox"/> Power Point Presentation – rough draft – Semester I teams <input type="checkbox"/> Team Patch and Description of its elements <input type="checkbox"/> Team Trip Report / Budget Report <input type="checkbox"/> Scholarship Forms for Potential Recipients 	DEADLINE Midnight OCTOBER 19 TH \$\$ AWARD \$125.00



NOTES AND RECOMMENDATIONS:

- Use the *Level II Checklist* as a submission reminder.
- Reviewer feedback provided within one week of receiving Level II deliverables