

## Workshop Wizard Project Information Form Blank

### Instructions:

1. Copy this document and rename it "Proj# - Short Description - Project Information Form) (from the project list spreadsheet.
2. Create a new folder on the shared Google Drive named "Proj# - Short Description" and put the information form in the folder.
3. Keep drawings, notes, photos, test results, vendor information and anything else that seems important in the folder, so that you can refer to it, or other Wizards can refer to it in the future if we need to modify or recreate what you've built after you have graduated.
4. The general chronology of a project is outlined below. This is just a general outline.
  - a. Talk with the customer so that you understand what they want. Keep good notes.
  - b. Send the customer a memo outlining what you understand the project to be. Ask them to confirm your understanding.
  - c. Sketch some preliminary ideas for solving the customer's problem. If they have given you an idea of how they want the problem to be solved work with their ideas. If you have other ideas that seem that they might be better (better performance, less expensive to build, etc.) include those as well.
  - d. Review the preliminary ideas with the customer. Work towards a decision about how to proceed. Depending on the project you may need to cycle between steps c and d several times to settle on a concept.
  - e. Detailed design of the agreed solution - this usually comprises CAD drawings, price estimates, vendor information, etc.
  - f. Review of detailed design
  - g. Fabrication of device
  - h. Testing
  - i. Transfer to customer
  - j. Completion of documentation - uploaded documentation, time and materials on project list)
  - k. Yeah! Project accomplished.
5. Erase this outline when you're done with the project.

- A. Short Project Description (a few words)
- B. Customer contact information
  - a. David Bothman
  - b. bothman@ucsb.edu
  - c. IW
- C. Start Date  
1/13/2020
- D. Describe what the customer said that they wanted  
Updated SOP for both the Trotec and Rayjet Laser cutter
- E. Milestones - date and description.
  - 1/13/2020: Assigned project by Dave.

## F. Notes