

Project Statement

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Outline

- What is a project statement
- How to build a project statement
- Key elements in a project statement
- Format of a project statement

What is a Project Statement?

- A project statement
 - defines the problem to be solved so that work can begin on the project
 - provides an initial understanding on the scope of the project

Stages of Building a Project Statement

- I. Contact key individuals in the sponsoring organization (or the internal division).
- II. Arrange for a site visit, if possible.
- III. Do preliminary background research
- IV. Ask questions, listen, and take good notes in your laboratory notebook.

Doing Background Research

- What do I need to find out?
- Where and how can I get the information?
- How useful is the information?
- When do I have enough information?
- Any questions should be asked ahead of time

Elements of a Project Statement

- Statement of Need
- Preliminary Requirements
- Basic Limitations
- Other Data
- Questions

Statement of Need

- A couple of paragraphs
- Discusses the perceived need
- Does not have to be very precise
- Do NOT include a solution
- Allow for fresh/creative approaches

Preliminary Requirements

- Describes the requirements broadly
- Does not have to be very precise
- Does not require a detailed list (that will come next when you do the *Project Specifications*)
- Be careful not to specify prematurely

Basic Limitations

- Describes known constraints
- Notes applicable codes/restrictions
- Discusses undesirable features
- May include simple sketches

Other Data

Includes relevant information that does not fit in other sections such as that about the equipment, facilities and/or policies of the sponsoring organization.

Questions

Includes questions that have been raised in meetings/discussions but which cannot be answered until later in the design process.

Format for the Project Statement

- Cover Page (described later)
- Body: Project Statement with all the necessary elements (as described before) clearly labeled.
- Additional Information: Identify key technical areas/skills used in the project.

Cover Page

A. Course Number (ECE 4901) and term

B. Title of the Project (descriptive)

- Team members (with majors identified)
- Sponsoring Organization (contact information)

Design Labs

- C19 and C43
- Lab benches will be assigned in two weeks