# **FORM A: INITITAL PROPOSAL PACKAGE**

Each team entering the competition must complete the following information. Please submit this form via email to the SWE Team Tech Award Coordinator (Shaunna Winton or Kathleen Prom, E-mail: TeamTech@swe.org) any time after **September** **1**, but no later than **January** **15**.

Team Information:

|  |  |
| --- | --- |
| Team project name: |  |
| Team leader name: |  |
| Team Contact (if different from leader): |  |
| Email: |  |
| Sponsoring School: |  |

Industrial Advisor Information:

|  |  |
| --- | --- |
| Industrial Advisor name: |  |
| Email: |  |

**Team Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Undergrad or Grad student | Graduation Year | Engineering Disciplines | Active SWE member? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Proposed Industrial Partners:**

|  |  |
| --- | --- |
| Company name: |  |
| Contact name: |  |
| Email: |  |
|  |  |
| Company name: |  |
| Contact name: |  |
| Email: |  |

Please include the following sections in your report:

* Proposed Project Description
* Major Project Milestones / Deliverables
* Estimated team labor
* Estimated Budget (specify projected source of funds)

# **FORM B: INTERIM INDUSTRIAL ADVISOR EVALUATION FORM**

The following information must be completed by the **Industrial** **Advisor** for their assigned team and submitted via email to the SWE Team Tech Award Coordinator (Shaunna Winton or Kathleen Prom, E-mail: TeamTech@swe.org) with the **Team's** **Progress** **Report** by **March** **15**.

Team Information:

|  |  |
| --- | --- |
| Team project name: |  |
| Team leader name: |  |
| Sponsoring School: |  |

**Industrial Advisor Information:**

|  |  |
| --- | --- |
| Industrial Advisor name: |  |
| Email: |  |

Please provide answers to all of the following questions:

Ability of Team to work together:

1. What is the balance of responsibility and role of each team member? Is it clear? (You may provide an organization chart.)
2. Describe the form in which members interface with each other.
3. Describe the attitudes of team members towards each other and the project. How has the group overcome any obstacles?

Use of engineering processes:

1. What engineering processes has the team incorporated into their project flow?
2. What has been the resulting benefit/hindrance to the project?
3. What adjustments or alternatives have been made to chosen processes to overcome obstacles?

Product:

1. What has the team accomplished toward their project goals?
2. How is the team meeting its schedule and associated milestones?
3. Was re-planning required? If so, explain why and resulting action.

The quality of the results:

1. What has the team learned at this point?
2. What new experiences have the team members had as a result of the project?
3. What positive return to the company or society has resulted from their activity?

Ability of team to work with Industry:

1. Has the team made any contacts with industry? If so, who and in what manner?
2. What has been the response from their contacts?
3. How has the team built on already established contacts?

# **FORM C: TEAM PROGRESS REPORT**

The following progress report (not to exceed 5 pages) must be completed by each team and submitted **via email** to the SWE Team Tech Award Coordinator (Shaunna Winton or Kathleen Prom, E-mail: TeamTech@swe.org) by **March 15**. Attached to the **Progress** **Report** should be your **Design** **Document** and the **Industrial** **Advisor's** **Interim** **Evaluation**.

Team Information:

|  |  |
| --- | --- |
| Team project name: |  |
| Team leader name: |  |
| Team Contact (if different from leader): |  |
| Email: |  |
| Sponsoring School: |  |

Industrial Advisor Information:

|  |  |
| --- | --- |
| Industrial Advisor name: |  |
| Email: |  |

**Team Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Undergrad or Grad student | Graduation Year | Engineering Disciplines | Active SWE member? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Industrial Partners:**

|  |  |
| --- | --- |
| Company name: |  |
| Contact name: |  |
| Email: |  |
|  |  |
| Company name: |  |
| Contact name: |  |
| Email: |  |

Please include the following sections in your report:

* Target Market or Purpose of the Project
* Schedule status (based on original Project Milestones / Deliverables)
* Updated team labor (specify actual hours expended)
* Updated Budget (specify actual costs and projected source of additional funds)

Attached Design Document should include:

* List of requirements you are trying to satisfy and project constraints issued by the company.
* A proposed design description that meets those requirements
* Any design diagrams/graphics describing the design
* Any requirements or design analysis results supporting your proposed design

# **FORM D: FINAL INDUSTRIAL ADVISOR EVALUATION FORM**

The following information must be completed by the **Industrial Advisor** for their assigned team and submitted via **email** to the SWE Team Tech Award Coordinator (Shaunna Winton or Kathleen Prom, E-mail: TeamTech@swe.org) with the Team's **Final Report** by **June 1**.

Team Information:

|  |  |
| --- | --- |
| Team project name: |  |
| Team leader name: |  |
| Sponsoring School: |  |

**Industrial Advisor Information:**

|  |  |
| --- | --- |
| Industrial Advisor name: |  |
| Email: |  |

Please provide answers to all of the following questions:

Ability of Team to work together:

1. What is the balance of responsibility and role of each team member? Is it clear? (You may provide an organization chart.)
2. Describe the form in which members interface with each other.
3. Describe the attitudes of team members towards each other and the project. How has the group overcome any obstacles?

Use of engineering processes:

1. What engineering processes has the team incorporated into their project flow?
2. What has been the resulting benefit/hindrance to the project?
3. What adjustments have been made to chosen processes to overcome obstacles?

Product:

1. What has the team accomplished toward their project goals?
2. How is the team meeting its schedule and associated milestones?
3. Was re-planning required? If so, explain why and resulting action.

**The quality of the results:**

1. What has the team learned at this point?
2. What new experiences have the team members had as a result of the project?
3. What positive return to society has resulted from their activity?

Ability of team to work with Industry:

1. Has the team made any contacts with industry? If so, who and in what manner?
2. What has been the response from their contacts?
3. How has the team built on already established contacts?

# **FORM E: FINAL REPORT**

The following final report (not to exceed 10 pages) must be completed by each Team and submitted via email to the SWE Team Tech Award Coordinator (Shaunna Winton or Kathleen Prom, E-mail: TeamTech@swe.org) by **June 1**. Attached to the **Final Report** should be the **Industrial Advisors Final Evaluation**.

Team Information:

|  |  |
| --- | --- |
| Team project name: |  |
| Team leader name: |  |
| Team Contact (if different from leader): |  |
| Email: |  |
| Sponsoring School: |  |

Industrial Advisor Information:

|  |  |
| --- | --- |
| Industrial Advisor name: |  |
| Email: |  |

**Team Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Undergrad or Grad student | Graduation Year | Engineering Disciplines | Active SWE member? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Industrial Partners:**

|  |  |
| --- | --- |
| Company name: |  |
| Contact name: |  |
| Email: |  |
|  |  |
| Company name: |  |
| Contact name: |  |
| Email: |  |

**Please include the following sections in your report:**

* Executive Summary of Project and Results (1 paragraph)
* Project Results – Success or failure and why
* Lessons Learned – What would you do different next time?
* Final Schedule status (based on original Project Milestones / Deliverables)
* Updated team labor (specify actual hours expended)
* Updated Budget (specify actual costs and sources of funds)

# **FORM F: PRESENTER TRAVEL INFORMATION**

NOTE: This form is for information only to assist in tracking Team Tech competition costs/conference arrangements. If you are selected to compete at conference, reimbursement for travel expenses will be coordinated directly with SWE per instructions provided by the SWE Team Tech Coordinator.

**Presenter** **Information**:

|  |  |
| --- | --- |
| Presenter name: |  |
| Team project name: |  |
| Email: |  |
| City traveling from and returning to: |  |
| Current dates arriving to and leaving conference: |  |
| Approximate cost of travel: |  |
| Traveling by air or requesting mileage? |  |

**Any additional comments/information:**