Project Planning

Engineering Design Notebook

Keeping Track of Your Project
An Engineering Design Notebooks is a place to keep track of all of the important information for the project. It can be a folder, binder or notebook, as long as it is wholly devoted to this project alone. In it, you will keep all of the notes, handouts, sketches and assignments that are related to the project.

You are responsible for your own Engineering Design Notebook, and for keeping it categorized, updated, and safe. Your instructor will collect the entire notebook from you at any time, so make sure it is up-to-date and organized.

All material should be kept in chronological order.

Your personal Engineering Design Notebook will include:
• Class handouts
• Daily logs and notes
• All sketches, plans, and drawings
• Notes from design reviews
• Calculations relevant to your project
• Documentation of the evolutionary changes of your project
• All completed and returned assignments
• Final (turned-in) version of any individual assignments that are due

Your group Design Notebook will include:
• Research information, such as computer print-outs and newspaper articles
• Meeting minutes or logs, including explanatory sketches and concept drawings
• Scheduling tools like PERT or Gantt Charts
• Notes for presentations, reports, proposals, etc.
• Final (turned-in) version of any group assignments that are due
• Graded and returned group assignments

Note: Your teacher may instruct you to keep one copy of the group Engineering Design Notebook per group, or to simply make a copy of all group deliverables and have each group member keep one. If your group only needs to keep one notebook for the whole group, choose a group member to be responsible for it so it does not get lost!

Assessment
• The notebook itself will be graded based on completeness and organization
• Students are responsible for lost, damaged, or poorly kept Journals. There will be no credit given for lost

Engineering Design Notebook
• When requested at any time, students must hand in their notebooks, to be returned after the contents have been graded
• Notes and logs are the only evidence of work done on a daily basis. Make sure they are complete and will explain your individual contributions to the project

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Daily Log

Our goal for today was…

Our accomplishments today were…

Some of the difficulties we encountered were…

My personal role or contribution(s) to the group effort was/were…

One important thing I learned today was…