**Project Plan**

You will need a plan for the spring semester. Document your timeline, milestones, and deliverables. My suggestion is to start with the end and work backwards. Here are three milestones to start with.

\*\*Need to add project milestones in order to complete inNOLEvation challenge requirements\*\*

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| **Date** | **Milestones/Deliverables** |
| December 15th | Order Materials for Selected Prototype |
| January 1st | Finalize Business Model Canvas |
| January 15th | Complete First Prototype |
| January 16th | Stage 2 Submission for InNOLEvation Challenge Business Model Canvas |
| January 17th | InNOLEvation Challenge Workshop 8 Determining Costs and Revenues/BMC |
| January 20th | Refine Heel Design Standardization |
| January 24th | InNOLEvation Challenge Workshop 9 Effective Pitches and Presentations |
| January 26th | InNOLEvation Challenge First Cut 15 semi-finalists |
| January 30th | Refine Prototype for Competition |
| February 8th | Stage 3 Submission for InNOLEvation Challenge Complete and final BMC |
| February 9th | InNOLEvation Challenge Semi-finalist presentation judging |
| February 12th | InNOLEvation Challenge Second Cut  Top 8 finalists |
| February 27th | Stage 4 submission for InNOLEvation Challenge  One-page summary of the business that will be sent to the judges for the final presentations. |
| March 2nd | InNOLEvation Challenge FINAL JUDGING AND AWARDS CEREMONY  9 am - 2:30 pm |
| March 12th - March 16th | Spring Break |
| April 12th | Engineering Design Day |
| April 30th - May 4th | Finals |
| Saturday, May 5 at 9:00 a.m. | Engineering Graduation |

The following table is a list of deadlines and big events known for the spring 2018 semester. This table is the basis for the team’s plans going forward. The most important deadlines are given extra bolding to highlight them.

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| **Date** | **Milestones/Deliverables** |
| **January 16th** | **Stage 2 Submission for InNOLEvation Challenge**  **Business Model Canvas** |
| January 17th | InNOLEvation Challenge Workshop 8  Determining Costs and Revenues/BMC |
| January 24th | InNOLEvation Challenge Workshop 9  Effective Pitches and Presentations |
| January 26th | InNOLEvation Challenge First Cut  15 semi-finalists |
| **February 8th** | **Stage 3 Submission for InNOLEvation Challenge**  **Complete and final BMC** |
| February 9th | InNOLEvation Challenge Semi-finalist presentation judging |
| February 12th | InNOLEvation Challenge Second Cut  Top 8 finalists |
| **February 27th** | **Stage 4 submission for InNOLEvation Challenge**  **One-page summary of the business that will be sent to the judges for the final presentations.** |
| **March 2nd** | **InNOLEvation Challenge FINAL JUDGING AND AWARDS CEREMONY**  **9 am - 2:30 pm** |
| March 12th - March 16th | Spring Break |
| **April 12th** | **Engineering Design Day** |
| April 30th - May 4th | Finals |
| Saturday, May 5 at 9:00 a.m. | Engineering Graduation |

Aside from regular class duties and smaller scale aspects of the project which will be planned out closer in, below is an outline of the team’s month to month plans for finishing the major tasks of the project.

Over winter break, the team plans to:

1. Finalize the design details.

2. Order parts and materials needed for the prototype

3. Edit the Business Model Canvas.

In January, the team plans to:

1. Finalize the Business Model Canvas.

2. Complete first prototype.

3. Edit design if needed.

4. Prepare for building second iteration of the prototype if needed.

In February, the team plans to:

1. Write one page business summary.

2. Finalize prototype.

In March, the team plans to:

1. Accept first place award from the InNOLEvation challenge.

2. Prepare for Engineering Design Day.

In April, the team plans to:

1. Finish class work

2. Finalize prototype and presentations for senior design.