Project Deliverable A: Team Contract, Client Meeting Preparation and Project Management Skeleton

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Project Knowns

The team needs to design a device that allows a wheelchair to be secured to a bike with a person riding around in it. The design should not have any permanent modifications to the bike itself and should be able to universally fit on any bike. The design should work for as many different bikes and wheelchairs as possible.

Project Unknowns

1. Project description does not go into detail on whether the client is an individual or an organization.
2. What is the client's goal with this design? To enjoy nature and the scenery or the thrill of biking at a moving speed? Do they want to do any daily tasks on the device?
3. Has the client seeked or researched any previous solutions and were they satisfied with them?
4. Does the client care about aesthetics?
5. Does the client care about the speed of the device?
6. Does the client have a preferred area of seating (front or back)?

Interview Plan

1. The team wants the interview to be more of a conversation rather than a question and answer period.
2. If any interesting points come up, the interviewer will ask follow-up questions.
3. The team will put themselves in the shoes of the client to understand their point of view.
4. The team will make sure not to suggest any answers to bias the interviewee.
5. The questions will be open ended to allow for a deeper understanding of the clients needs and desires.
6. One member of the team will ask questions, while another takes notes on the user's answers, and another will observe the user's actions, behaviors or personal characteristics.
7. Questions will be asked in a neutral tone to avoid suggesting or implying answers.

Interview Guide

Rough Interview Schedule or "Path" (duration and basic activities/question areas):

1. Introduction: 5 minutes
2. Questions regarding the user's daily lifestyle/activities: 15 minutes
3. Questions regarding the user's needs/desires: 15 minutes
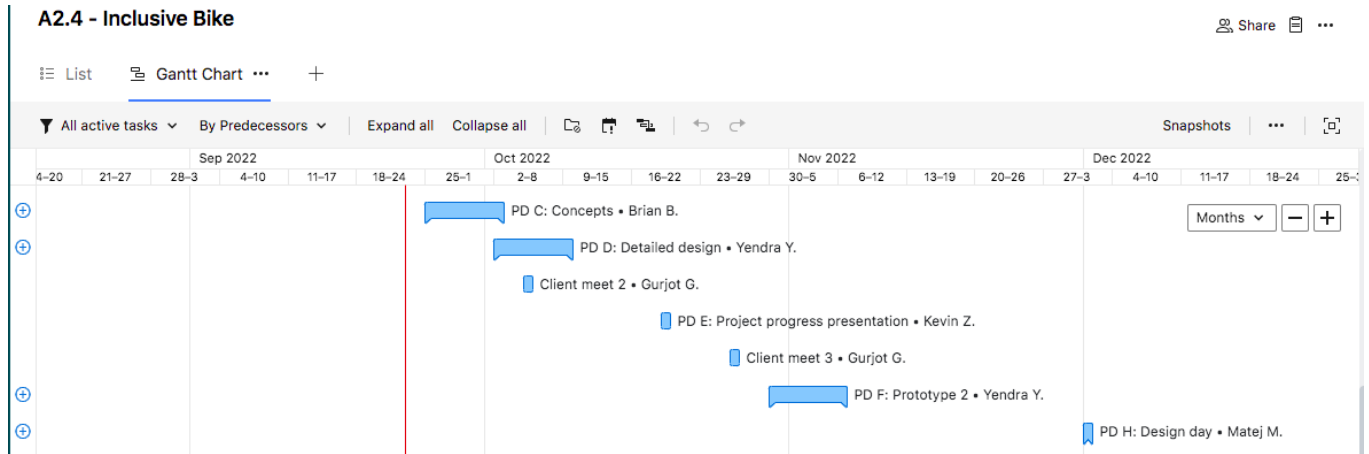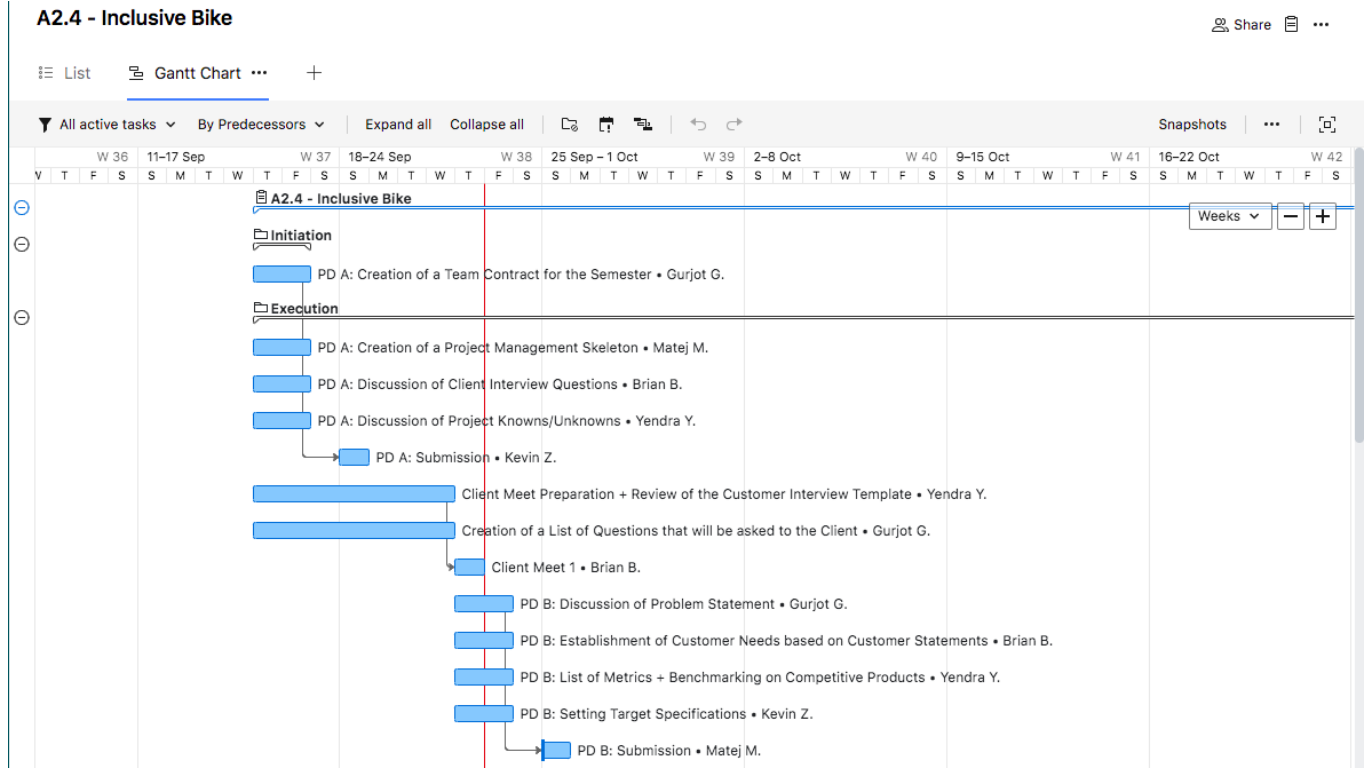4. Conclusion: 5 minutes

Specific Questions

1. Do you see yourself using the device for leisure activities or do you expect to do any daily tasks in the device?
2. Could you describe any designs you have seen or envisioned that contain certain ideas that you like or dislike?
3. What is a must have and a must avoid feature for you? (Something you really want or something you really don't).
4. Tell us about any sizing and weight requirements and if there are any size restrictions in your daily use?
5. Could you describe where your preferred area and position of seating would be relative to the bike?
6. Are there any restrictions that we should be aware of in regards to what we are allowed to do to the wheelchair?
7. Tell us about the types of terrain you expect to use the device in?
8. Do you have any specific design constraints related to the functionality of the device?
9. How often do you think you'd be able to spare time to perform any maintenance operations? Do you have any experience with general tools and operations to perform maintenance?

Screenshots of Gantt Chart (Wrike)

In order to easily plan out the tasks that the team needs to carry out this semester, we will be using Wrike as a project management tool. We started by importing the provided Excel file on Brightspace to Wrike, in order to be able to visualize the project plan skeleton. We then inserted the known due dates of the various project deliverables that are to be handed in throughout the semester. Our team also assigned a member to be responsible for the completion of each task: of course, this does not mean that only this person will work on the task, just that they are responsible for making sure it is finished in a timely manner.

Below, you can find screenshots of the Gantt chart that we have developed using Wrike. We have added detailed tasks that are/were to be carried out for project deliverables A and B, as well as the member who is responsible for the completion of each task. As we move forward, we will add detailed tasks for each deliverable once we understand what work is needed for that specific
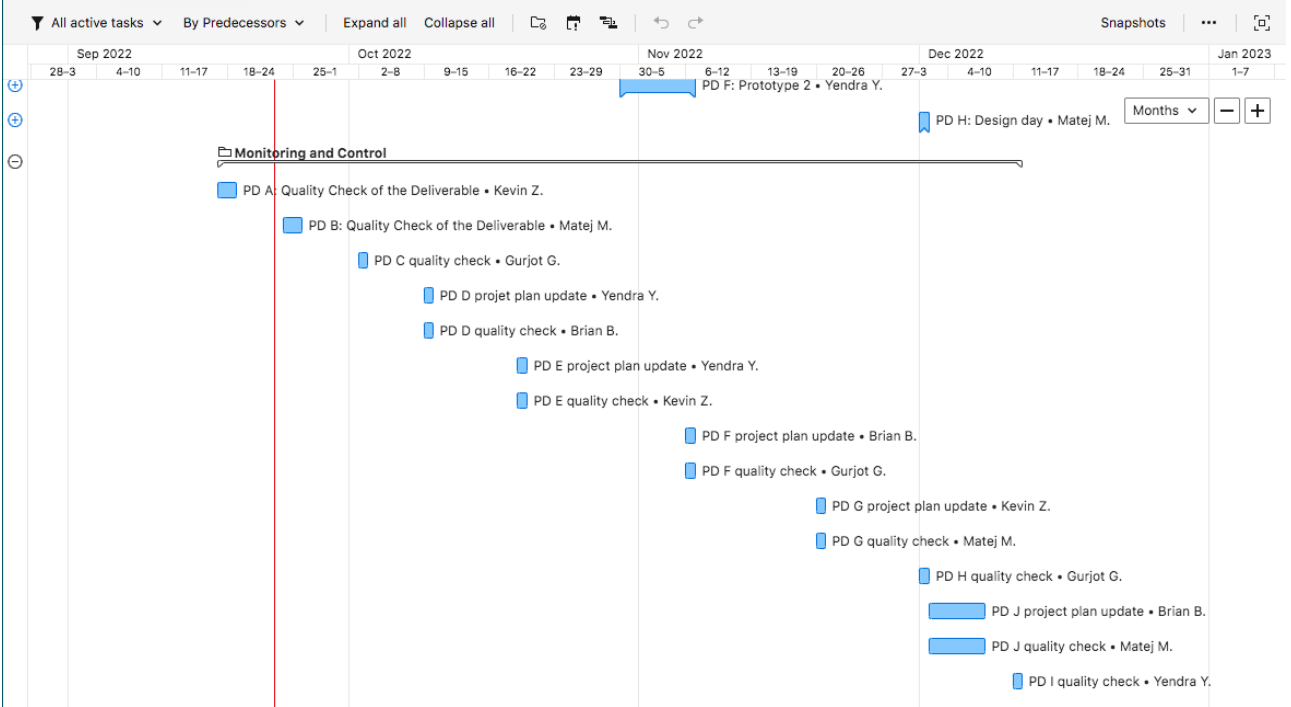
deliverable. Our team will update our project management skeleton on Wrike weekly, so that we can stay on top of our tasks at hand as well as our work that is in progress.

A2.4 - Inclusive Bike

List Gantt Chart ··· +

All active tasks ∨   By Predecessors ∨   Expand all   Collapse all   ⧉ ▦ ▦   ↶ ↷   Snapshots ··· ⬚

| Sep 2022 | | | | Oct 2022 | | | | Nov 2022 | | | | Dec 2022 | | | | Jan 2023 |
| 28–3 | 4–10 | 11–17 | 18–24 | 25–1 | 2–8 | 9–15 | 16–22 | 23–29 | 30–5 | 6–12 | 13–19 | 20–26 | 27–3 | 4–10 | 11–17 | 18–24 | 25–31 | 1–7 |

PD F: Prototype 2 • Yendra Y.

PD H: Design day • Matej M.   Months ∨ − +

📁 **Monitoring and Control**

PD A: Quality Check of the Deliverable • Kevin Z.

PD B: Quality Check of the Deliverable • Matej M.

PD C quality check • Gurjot G.

PD D projet plan update • Yendra Y.

PD D quality check • Brian B.

PD E project plan update • Yendra Y.

PD E quality check • Kevin Z.

PD F project plan update • Brian B.

PD F quality check • Gurjot G.

PD G project plan update • Kevin Z.

PD G quality check • Matej M.

PD H quality check • Gurjot G.

PD J project plan update • Brian B.

PD J quality check • Matej M.

PD I quality check • Yendra Y.

A2.4 - Inclusive Bike

| p 2022 | | | Oct 2022 | | | | Nov 2022 | | | | Dec 2022 | | | | Jan 2023 | |
| 4–10 | 11–17 | 18–24 | 25–1 | 2–8 | 9–15 | 16–22 | 23–29 | 30–5 | 6–12 | 13–19 | 20–26 | 27–3 | 4–10 | 11–17 | 18–24 | 25–31 | 1–7 | 8–14 |

PD D quality check • Brian B.

PD E project plan update • Yendra Y.

PD E quality check • Kevin Z.

PD F project plan update • Brian B.

PD F quality check • Gurjot G.

PD G project plan update • Kevin Z.

PD G quality check • Matej M.

PD H quality check • Gurjot G.

PD J project plan update • Brian B.

PD J quality check • Matej M.

PD I quality check • Yendra Y.

📁 **Planning**

PD C.2: Project plan • Brian B.

PD D.1.8: BOM • Kevin Z.

PD G: Business model and economics report • Matej M.

📁 **Closing**

PD J: Final presentation • Matej M.

PD I: User manual • Kevin Z.

Months ∨ − +

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