

1.0 Introduction

The design process consists of six stages: (1) identify need and define problem, (2) gather information, (3) generate concepts, (4) decide, (5) detailed engineering and (6) implement. In this course, the scope of work that will be required to complete each of these six stages will vary from project to project. For instance, a project in which a team develops a detailed design of a residential solar hot water system, but does not realize the design, will have no implementation stage. Likewise a design originating as a clearly stated problem from one of the team members will require little work to identify the need and define the problem, but may require more effort for the construction of a prototype. The project types and associated mark allocations described in Section 2 allow your design team to select the distribution of marks for the Preliminary and Final Reports that is appropriate for your project. In the case of preliminary reports only the ratio between the sections which are applicable to your report (i.e. stages 1-3 or 1-4) will be used.

Within the first three weeks of the term, the design team and the course instructor will meet to discuss these project types and will jointly select an appropriate mark allocation. This selection is to be recorded in Section 2 of this document and the signatures of the design team members and course instructor are to be recorded in Section 3.

2.0 Project Types

Client: This is a project that has been sourced from a client external to the student design team. This client could be a company, a community organization, or even an individual. Projects of this type have a significant portion of work in the early stages of the design process, interacting with the client to determine the client needs and problem definition. Within this project type are two subtypes, those with implementation and those without. Each of these subtypes has a different mark allocation.

Internal: This is a project that has been sourced within the student design team. Generally these types of projects have a predefined problem and so their effort is focused later in the design process. Within this project type are two subtypes, those with implementation and those without. Each of these subtypes has a different mark allocation.

Other: Occasionally a project does not fit well within the above categories. In this case the mark allocation may be negotiated. However, the need for this must be well justified to the course instructor. Note that minimum weightings are defined for each stage of the design process.
Table 1 - Mark Allocation by Project Type

<table>
<thead>
<tr>
<th>Project Type</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Need &amp; Problem Definition</td>
<td>10%</td>
<td>15%</td>
<td>10%</td>
<td>5%</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>Gather Information</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate Concepts</td>
<td>10%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decide</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detailed Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- □ Client (No implementation)
- □ Client (Implementation)
- □ Internal (No implementation)
- □ Internal (Implementation)
- □ Other

3.0 Signatures of Agreement

The below signed agree to the use the mark distribution listed in Section 3 for the marking of their final year design report.

---

Project Name and Code

---

Student #1 (printed)  Signature  Date

Student #2 (printed)  Signature  Date

Student #3 (printed)  Signature  Date

Student #4 (printed)  Signature  Date

Student #5 (printed)  Signature  Date

Student #6 (printed)  Signature  Date

Course Instructor  Signature  Date

---

1-May-09  ENGR400-12-ReportMarkAgreement  2