AeroE 462 Project Management Fall 1995

COMPANY MANAGEMENT

The Project Chief Engineer and the Vice−President, Product Development are the representatives of company management.

Management by the V−P will be by chain of command and will therefore occur by direct formal and informal contact with the Chief Engineer. The V−P may attend baseline team meetings as desired.
The V−P will arrange for (probably with the aid of a conceptual design group) the original Design Requirements and Objectives (DR&Os) of the overall project.

PROJECT MANAGEMENT

Project management by the Chief Engineer will occur in two ways:
1. regular meetings with team leaders
2. attendance at the weekly (during lab time) baseline studies team meetings

The baseline studies team meetings will serve as the controlling meetings until configuration freeze. Major design decisions will be made there, problems will be addressed, and scheduling verified. Decisions will be recorded and distributed. The chief engineer may serve as team leader if the project is short−handed. New teams may be formed and existing teams dissolved at these meetings, with the approval of the Chief Engineer and the V−P.
All team leaders will attend the baseline meetings and all other team members should also try to attend or may be required to attend periodically.

TASK MANAGEMENT

A task assigned to a team belongs to that team and is its responsibility. Management will not interfere with its activities unless a problem arises.

Each Team leader will negotiate, with the Chief Engineer, a written DR&O for the team's activity at its outset. No task should be initiated without a DR&O.
Team leaders will set up their own meeting schedule and notify the Chief Engineer by internal memorandum.
Each Team leader will be prepared to report on the team's status at the baseline meetings and will prepare written reports on a regular basis as agreed upon.

Copies of all communications will be maintained in a note book (or WWW homepage if desired) available to all.
The Chief Engineer and the Team Leaders are responsible for updating it.