

Timeline Assignment

Design a Timeline for your entire product development process. Include the following items in your timeline:

- Assign tasks to team members. Tasks may be assigned to one or more team member(s). Below is a list of tasks to include in your timeline. Your team will have additional varying tasks based upon the needs of your specific product development process.
 - Product Idea Assignment, Timeline Assignment, Securing Advisors, Patent Search / Literature Review Assignment, Market Analysis Assignment, Budget / Vendors Assignment, Technical Process Summary 1 & 2 Assignments, Supplies List and Ordering, Packaging Assignment and materials purchasing, Team Liaison (Schedule all team meetings, coordinate lab times with advisor, schedule meetings with Jennifer, Bernie, and Ryan, Schedule team photos and meetings with advisors once per month), Obtain Research Notebook, Copying Final Reports, and Purchase Request and Business Office Liaison, etc. Think of as many tasks as possible and be specific about duties required for each task.
- Assign dates for team member(s) assigned tasks.
 - After selecting your two advisors try to get definitive lab times when your team will meet to produce your product.
 - Make sure to include all school breaks and any times team members will be absent from school for an extended period of time.

Timeline Assignment Rubric

Categories	25	20	15	0	Total
Tasks	All necessary tasks were well thought out and included in timeline	Most tasks were included in the timeline	Not even all of the listed tasks were included in the timeline	No timeline turned in	
Distribution of Tasks	All tasks were evenly distributed amongst the team members depending upon their individual strengths	The tasks were mostly evenly distributed amongst the team members	The tasks were heavily weighted toward one or two team members	No distribution of tasks amongst team members was given	
Dates	Reasonable dates were assigned to all tasks	Dates were assigned to tasks but some may be unreasonable	Not all tasks were assigned dates	No dates were assigned to tasks	
Assignment turned in on time with advisors' signatures	Turned in at meeting with advisors' signatures	Turned in after the meeting with advisors' signatures	Turned in after the meeting with no advisors' signatures	Turned in late	
Total Points					/100 Not Pass Pass

You must earn a 90% or better to continue in the competitions. You will be given one opportunity to redo this assignment if you do not earn a 90% or better. Even if you earn a 90% on this assignment you may be asked to redo a portion of this assignment to more accurately meet the rubric criteria. If you are asked to redo a portion of the assignment and it is not turned in by the due date set by one of the competition administrators your team may be eliminated from the competitions.

Names	Team #
Date	
Advisor's Sign.	
Advisor's Sign.	
Timeline Assignment	
1	

Please set up your paper
like the example
on the left.

If your team has any questions regarding this assignment please direct them to:

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