Project Change Request Process

1.0 Introduction:

ECE477 is a course in which students propose projects to course staff, and project success is measured through the fulfillment of project-specific success criteria (PSSCs). On occasion, circumstances may arise under which a project or its success criteria are deemed intractable. In these circumstances, it may be possible to alter projects or project specific success criteria to complete a tractable project for the ECE477 semester. This process document describes the process for requesting changes to ECE477 course projects.

2.0 Nature of Project Changes

Depending on the nature of project changes, different courses of action will need to be taken. Below are a list of project changes, and what actions should be taken. For any project change not covered in the subsections below, contact course staff.

2.1 A Complete Change of or Substantial Change to the Project

In certain cases ECE477 teams may need or desire to completely change their project, or change their project such that it addresses the same problem in a substantially different way. Should that be the case, the ECE477 team is expected to substantially alter or fill out a new copy of the Initial Project Proposal and Final Project Proposal for their senior design project and submit these to course staff. If the project or changes are approved by course staff, that project will be used going forward in the semester. If approved, students are additionally expected to update or create new versions of all course assignments up to the present week of the semester.

2.2 A Change of Project-Specific Success Criteria (PSSCs)

In certain circumstances, some PSSCs may be deemed inappropriate for ECE477, technically infeasible, or invalid for some other reason. In this situation, students are expected to email an updated copy of their PSSCs to ECE477 course staff. ECE477 course staff will then review the updated criteria and approve or reject the changes. If approved, the new PSSCs will be used going forward within the class. Once approved, the ECE477 team is additionally expected to update their Final Project Proposal to reflect the modified success criteria.

2.3 A Change of a Technical Detail

Throughout the semester, it is extremely likely that students will update various aspects of their project, such as the components it uses, packaging designs, software details, etc. In the event that something of this nature changes, ECE477 teams are expected to update their project documentation (i.e. course assignments) to reflect the change. No submission to or approval by the ECE477 course staff is required.