
Course Project Guide

Project Description

The goal is to prepare a cost estimate and cost control plan for a project of your choice. Students will work together as a team of at most three (3) students, with the understanding that all students must contribute significantly on all phases of the project (topic, mid-project review, presentation, and final report).

The team should provide a cost estimate on an engineering project of choice, develop cost control strategies and will present their work to the class. A unique aspect of this assignment is that during the presentation all students are to assume a “cost analyst” position, asking questions and challenging the estimate as if they were the senior managers to whom the estimate is presented. The presentation and the challenges made in class will be graded.

During the final presentation all team members should participate actively proving an objective opinion about the methods used and credibility of the estimate. All students should demonstrate the capacity to present information concisely; therefore, there is a page limitation that will be strictly enforced. As with the other course deliverables the project report should be delivered on time to receive credit.

The deliverables are:

- **Project topic:**

One page including at least the following information: Project name and scope, motivation for choosing the topic, name of all team members, data availability to prepare the estimate and an initial cost estimate. Is your project an academic exercise or will be used in your professional or personal life?

- **Kickoff presentation:**

This will be a class presentation of no more than 10 minutes accompanied by a one page report including the following information: Data acquired as of today, deliverables of the work output being estimated as stated in the WBS, preferred date of final presentation and a “Top Down estimate of the cost”. Please email this page by the end of business day before the kickoff presentation.

- **Final presentation:**

This will be a 10 – 15 minute presentation accompanied by a one page report summarizing the entire cost estimate. Please email this page by the end of business day before the presentation.

- **Written report:**

The final report format is flexible. As guidance, the student may use the format presented in the lecture notes. At minimum there should be a one page with the project’s critical or most relevant data, a project summary of maximum 10 pages including graphs and tables, and a supporting section for the calculations, data sources and methods utilized. All supporting data such as drawings, quotations, tables etc. should be located in appendices.

Refer to NASA’s Cost Estimating Handbook page 47 for guidelines on the summary.

The reports will NOT be returned to the student! Please make copies for your records.

Grading

The course project is an important part of the total course grade, the evaluation includes the deliverables listed above. The due dates and weight on the final grade can be found in the syllabus.

Course Policies

Casual discussion of the course project is allowed and encouraged. However, each student should prepare the deliverables independently unless authorized to work in a team. Each student should review the Florida International University Code of Academic Integrity which can be found at:

<http://w3.fiu.edu/enc/Academic%20Misconduct.htm>

Please inform of any accommodations needed relative to disabilities. Also, please review the calendar and inform of any work that can't be performed due to attendance to a religious event. **The student must submit all course assignments on time to receive credit, late assignments will not be accepted unless exceptional circumstances occur.** Exceptional circumstances including severe weather alert when recognized by the University, will be considered on a case by case basis. Business or leisure travel does not constitute exceptional circumstances. In the event of travel the student should take any necessary measures to submit deliverables electronically. WebCT provides an electronic drop box, students may submit their work using that feature except for the final project report. Students with special needs should contact the instructor to discuss specific cases.

Electronic Files

Please provide electronic copies of the course deliverables including all files used. These should be uploaded to WebCT in the digital drop box. Use the following format for the file names:

lastname_deliverable.ext

For example if Mr. John Smith is submitting the first homework he should name the file as:

smith_homework1.doc

The extension of the file should be compatible with the software that created it