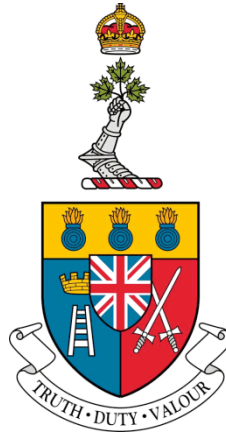


# ROYAL MILITARY COLLEGE OF CANADA

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING  
EEE455/7 ELECTRICAL AND COMPUTER ENGINEERING DESIGN PROJECT



## DID05 –Design review Instructions

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## 1 INTRODUCTION

This document provides instructions for preparing the Design Review (DR) presentation. The presentation is delivered orally to your supervisor, the Project Management Office (PMO), departmental staff, and your colleagues. The objectives of the presentation are as follows:

- (a) to review the basic functional and performance requirements of the project;
- (b) to present the preliminary design contained in Preliminary Design Specification (PDS); and
- (c) to obtain approval of the preliminary design in order to proceed with the detailed design.

The remainder of this document is structured as follows: Section 2 provides a description of the contents of the presentation; Section 3 provides instructions on the conduct of the presentation; Section 4 describes how the presentations will be evaluated; and Section 5 concludes.

## 2 CONTENTS

The presentation shall, at a minimum, provide the following items:

- (a) An **outline** of the presentation;
- (b) A brief description of the **scope** of the project;
- (c) An overview of the product **requirements**. If you have a large number of requirements, it may not be necessary to cover each requirement in detail. Instead, make sure you broadly cover the full scope of the requirements and highlight the most important ones. Emphasis is typically placed on the functional requirements and the most critical performance requirements;
- (d) A description of the proposed preliminary **design** of the product. The level of detail sought at this stage is a description of the overall architecture; major design components; and approach to interfacing. If appropriate, you could also discuss any mathematical models you plan on using;
- (e) An easy to read, yet sufficiently detailed **schedule** that clearly shows the planned set of activities necessary to complete the project. The schedule from your PDS may be too detailed to present in the DR. It may be necessary to present just the major milestones and a short description of the activities in between;
- (f) A brief review of the largest project **risk items**, and what strategies are being employed to mitigate those risks.

### 3 CONDUCT

The conduct of the review shall meet the following criteria:

- (a) The review shall be delivered orally to your supervisor, the PMO, departmental staff, and your colleagues;
- (b) The presentation shall have some form of visual aids, typically in the form of a PowerPoint presentation;
- (c) The presentation shall have a maximum length of **12 minutes**, followed by a **3-minute** question/ review session. Minimal set up time will be allowed prior to the presentation;
- (d) While all topics above shall be covered, it should be noted that a large part of the presentation time must be **dedicated to design**;
- (e) Presenters may use chalkboards, overheads, slides, flip boards, ... etc;
- (f) **Figures, plots, and tables must be properly formatted** (refer to the Style Guide!); and
- (g) All project members shall be involved in the presentation.

### 4 EVALUATION

A minimum of three panellists from the faculty will attend each presentation. Presentations will be judged on items such as skills of speaker, quality of presentation material, technical content and knowledge, level of difficulty, and ability to answer questions.

An electronic copy of all documents used for the presentation, such as PowerPoint presentations or handouts for the audience, must be submitted to the PMO by email one working day after the review at the latest. It is a good idea to run through the full presentation with your supervisor and a member of the PMO **prior to the actual presentation**.

### 5 CONCLUSION

The DR presentation should inspire confidence in the audience that you fully understand your problem and are well on your way to providing a solid solution. Following your DR, you must work with your supervisor and the PMO to identify any major issues in the preliminary design prior to proceeding with the detailed design. For many of you, this will be the first time you present your work to the entire department; make sure to put your best foot forward.