

MKT4111 MECHATRONICS SYSTEM DESIGN

DETAILED WORK PLAN AND TASK DISTRIBUTION DOCUMENT

PROJECT INFORMATION

Project Title:	[Write Your Project Title Here]
Group Members:	[Write the Names and Student Numbers of All Your Group Members]
Advisor:	[Write the Name of Your Advisor]
Date:	DD.MM.YYYY

1. PROJECT MANAGEMENT TOOL

In this section, specify the modern project management tool you use to plan and track your project. Provide a link through which your project plan can be accessed live, and attach screenshots showing the general view of your project board.

- **Tool Used: (e.g. MS Office Planner, Trello, Asana, Jira, Notion, etc.)**
- **Project Board Access Link (Publicly Shared): [Provide the shareable link of your project board and attach screenshots showing the general view of the board.]**

2. DETAILED WORK-TIME PLAN (GANTT CHART)

Using the project management tool, add to this section a Gantt chart showing the main work packages (phases) of your project from its start to its completion, the subtasks, the start and end dates of these tasks, and the relationships between them.

Important Note: The chart must include all main submission dates given in the course guideline as milestones: Preliminary Report (Week 5), Progress Report (Week 10) and Final Submissions (Week 14).

[Insert a screenshot or printout of the Gantt chart taken from the project management tool. Make sure that the chart is legible and detailed.]

3. TASK DISTRIBUTION

Create a detailed table showing which group member is responsible for each of the main work packages and subtasks to be carried out during the project. This table must show the clarity of the task distribution, the balanced workload among the members, and the status of each task.

Work Package	Subtask	Responsible Member	Start Date	End Date
Phase 1: Planning	Completing the project proposal form	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
	Preparing the detailed work plan	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
Phase 2: Research	Comprehensive literature review	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
	Needs analysis and determination of system requirements	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
Phase 3: Design	3D modelling of the mechanical system	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
	Drawing the electronic circuit schematic	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
	Designing the control algorithm	[Member Name]	DD.MM.YYYY	DD.MM.YYYY
...	...	...	...	...

Phase 5: Reporting	Writing the final report	[All Members]	DD.MM.YYYY	DD.MM.YYYY
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POINTS TO NOTE (Delete this section before submitting)

1. **Use of the Tool:** You are expected to make effective use of the features of the tool (Trello, Asana, etc.) and to plan all the steps of your project, the task dependencies and the schedule in detail.
2. **Detail and Realism:** The work plan must be broken down into subtasks such as "Literature Review", "Introduction of Chapter 1" or "Editing References", rather than general statements such as "The Report Will Be Written". The durations must be realistic, taking into account the complexity of the project and the fact that this is an academic semester.
3. **Balance and Clarity:** The task distribution table must clearly show the responsibilities of each member and demonstrate that the workload is balanced within the group.
4. **Holistic Approach:** The plan must cover the entire process from the start of the project to the final presentation, and not only the first few weeks. All submission dates given in the course guideline must be marked on the plan.
5. **Professionalism:** The submitted document must be well organised in terms of format, free of grammatical errors, and easy to understand. This also demonstrates your ability to prepare technical documentation.