

Engineering Design Teams

Project Overview Form

TO BE FILLED OUT INDIVIDUALLY FOR EACH PROJECT. All prototyping projects require approval before they start.

An Engineering Design Team is an APSC-approved extra-curricular group comprised of current UBC students who design (and potentially develop a prototype of) a research paper, device, or product (e.g. a robot or a vehicle) and receive funding, space, or other support from Applied Science. These prototypes can be defined as specific projects. While SuperApp does not have a limit on the definition of projects and how many are submitted, the rules are different if you wish to apply for the Professional Activities Fund (PAF). More information on that can be found [here](#).

Project Overview

Basic Information

Project Name	
Student Group Name	
Team Email	
Secondary Email	

Project Approval

Project Type (Is it a novel/unique project? Or is it cyclic?)			
Has your project been previously approved under SuperApp?			
Proposed Project Start Date		Project End Date	
Project Length (Months/years)		Current Project Status	
Has the project deadline been extended? Elaborate if applicable.		Yes, by months	No, we are on schedule

Faculty Advisor Approval (Project Specific)

Faculty Advisor Name	
Email	
Department	
Other Faculty Advisor Name	
Email	
Department	
I can confirm that I provided documentation demonstrating that my faculty advisor has reviewed this project.	

Project End Goals/Outcomes

An **external project** has goals and/or parameters that are set by an external party (e.g. Competitions, conferences, partnership with an organization, etc.).

An **internal project** refers to a project whose parameters, goals, and timelines are set by the team (ex. For internal research and development, “for learning”).

(EXTERNAL) Competition Information (If applicable)	
Competition Name 1	
Location	
Dates	
Competition Website	
Goal of Competition	

(EXTERNAL) Competition Information (If applicable)	
Competition Name 2	
Location	
Dates	
Competition Website	
Goal of Competition	

(INTERNAL) If this project has an internally set goal, please explain how the project contributes to your team's purpose and overarching goals and meets internal deadlines and standards. (max. 300 words)

Project Professional Development (also used by PAF)

Please describe the project in detail. How will this support the professional development for students of UBC Applied Science? Does the project enhance a member's competency? (Refer to the list [here](#)) How will you conduct this project? Include your short & long-term goals. (300 words)

Project Timeline

Project Milestones

Briefly describe your project's timeline. Additionally, provide a summary of the **expected expenses** for each project this coming year. Expenses should align with current year budget. You're free to use the table template on the next page or submit one of your own according to the duration of your project.

Mandatory components:

- Detailed descriptions of past progress
- Future milestones including end-of-life plans
- Expected expenses for each milestone

Year	Month	Notable Milestones	Expected Expenses (Approx.)
Prev. years	Sept-Aug		
	Sept		
	Oct		
	Nov		
	Dec		
	Jan		
	Feb		
	Mar		
	Apr		
	May		
	June		
	July		
	Aug		
	Fall		
	Winter		
	Summer		

Risk Management - What are the risks associated with your project?

Project Risk

Physical Prototype: Detail how your team plans to address and mitigate any project risks, including but not limited to: transportation and procurement of construction resources, storage, active construction work and testing, access control and security, waste management. Please also include what you plan to do with your prototype/please describe prototype end-of-life plans, e.g. disposal, reuse, recycling.

Other: Detail how your team will address and mitigate any project risks, including, but not limited to: scheduling/inability to meet deadlines, digital storage, lack of active team members, shortage of resources, etc. (500 words)

Legal Risk

Will your proposed activities require any new permissions/resources from APSC?	
Are you signing a contract or making financial commitments with external parties?	
Does this project require any additional insurance coverage for competition?	
Does this project require a non-disclosure agreement?	
Please provide details:	

Financial Risk

Address how your team plans to deal with the financial requirements for this project:	
Are you receiving funds/in-kind services from sponsors that require a formal letter or permission from UBC?	
We have ensured that all members who make purchases on behalf of this project are aware of the purchasing and reimbursement guidelines and requirements	
Elaborate on your answers:	