

Project Overview Form

Engineering Design Teams

Design Project Lifecycle Forms

TO BE FILLED OUT INDIVIDUALLY FOR EACH PROJECT. Every project and any work that requires prototyping and/or funding (R&D, etc.) must be documented through these project forms.

Project Overview Form (POF)	Introduces the project by outlining its purpose, scope, preliminary timeline, and estimated budget. This form sets the foundation for planning and tracking progress throughout the project cycle.
Project Design and Build Package (PDBP)	Provides a detailed breakdown of the project's budget, including anticipated expenses and resource needs.
Project Progress Form (PPF)	Updates the status of the project based on the original POF. It documents any changes to scope, timeline, or budget, and provides a snapshot of current progress to ensure alignment with project goals.
Project Evaluation Form (PEF)	Marks the completion of the project. It evaluates outcomes based on the documentation submitted throughout the project.

When is this form used?

Design Project Lifecycle Forms are intended to help determine key project information. This Project Overview document is the first form and sets the foundation for planning and tracking progress throughout the project cycle.

The following form must be filled out for each separate project a design team wishes to begin. Separate projects aim to create distinct physical items. The items cannot be part of a final larger piece. For example:

Separate Projects:

- Two separate cars
- Respiratory rate monitor and a phototherapy monitor
- Two separate experiments contributing to different research projects

Not Separate Projects:

- A brake system and a chassis
- Subsystems of the same vehicle
- Bacteria culture and research paper based on findings from the experiment

***All projects must be submitted for review and approved to proceed.**

Project Overview

Design Team	
Sub-team (if applicable)	
Team Email	

Project Information

Project Type			
Project Name			
Original Start Date (mm-yyyy)		Project End Date (mm-yyyy)	
Project Length (in months)			

Please note that your project length cannot exceed 36 months.

Faculty Advisor Approval (Project Specific)

Faculty Advisor Name	
Email	
Department	
Other Faculty Advisor Name (if applicable)	
Email	
Department	

Please ensure that the Faculty Approval Form has been reviewed and signed by all faculty advisors. Without such, this project cannot move forward.

Novelty and Project Description

Please indicate whether this project is new to your team (i.e., novel) or a returning project. A *novel project* is one in which the *core systems, components, or intended purpose* are different from your team's past work. [?](#)

Is this a novel or returning project?	
Please describe your design project. This should provide an overview of the core system and components.	
What is the primary purpose or function of this project? Briefly describe what your project aims to achieve.	
For novel projects , what research or background work has your team done to prepare for this project? Mention research papers, existing products, design references, or consultations that have informed your approach. Please include any technical mentors who will be consulted throughout the project, if applicable.	

<p>For returning projects, what is different about this year’s project compared to past versions your team has done? This could include updates to the design, materials, functionality, performance goals, user interaction, or the problem being addressed. Be specific about what is <i>new</i>, <i>refined</i>, or <i>significantly</i> different from previous versions.</p>

Project Goals and Deliverables

Project Goals

A project goal is crucial for maintaining workflow, ensuring team alignment, and evaluating the progress and success of the project. Key stakeholders include design team members, project managers or team leads, and internal mentors or faculty advisors; it is not meant for external persons.

<p>What are (up to) three key internal goals your team has set for this design project? Please describe what your team aims to achieve within the next cycle. <i>For returning projects</i>, consider incorporating feedback from competition judges or insights from previous results to guide improvements.</p>	
Goal	How will this goal determine the success of your project?
<p>How do you plan to share this information with the team, and how will you ensure everyone is on the same page?</p>	

External Deliverables

An external deliverable is an output or goal intended for stakeholders outside the design team. These deliverables often represent the team’s public-facing work. Key stakeholders for external deliverables include competition judges, event organizers, and sponsors.

Competition Information (If applicable)

If your design team is associated with one or more competitions, please provide the relevant details below. Indicate whether your team plans to attend this year or specify when you intend to participate.

Please note it is expected that teams associated with a competition will participate by the end of the project design cycle (maximum 36 months).

	There are one or more project(s) associated with this deliverable.	
Please list the project name(s) below:		

Competition Name 1		
Location (country, city)		
Dates (dd-mm-yyyy)	Start:	End:
Competition Website		
What outcomes does your team hope to achieve by attending this competition? Please includes the events, categories, or criteria you plan to participate in.		
Is your team planning to attend the competition this year? If not, please indicate the year you intend to participate.		

Competition Name 2 (if applicable)		
Location (country, city)		
Dates (dd-mm-yyyy)	Start:	End:
Competition Website		
What outcomes does your team hope to achieve by attending this competition? Please include the events, categories, or criteria you plan to participate in.		
Is your team planning to attend the competition this year? If not, please indicate the year you intend to participate.		

If you have more competitions, submit the additional information using the table format from above on a separate PDF.

Timeline and Resource Management

Briefly outline your project timeline using the [POF Timeline Template](#).

The timeline for this project is attached to this submission.	
List key dependencies in your project timeline. What is your critical timeline?	

Project Budget

If this is a **returning** project, please submit your final budget from the *previous* project.

The budget for the previous project is attached to this submission.	
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If this is a **novel** project, please include a *rough* project budget that outlines a breakdown of the costs for this project.

A rough budget for this project is attached to this submission.	
Your budget must include: <ul style="list-style-type: none">• Prototyping costs• Administration costs• Competition costs	

Have you ensured that all members who make purchases on behalf of this project are aware of the purchasing and reimbursement guidelines and requirements?	
How have you ensured this?	

Project Activities that Require Support/Management from APSC PD

Contact APSC PD as early as possible—ideally at the start of discussions and once requirements are known—to confirm feasibility. UBC will not sign agreements that include NDAs or require indemnification.

Activities requiring this process include (but are not limited to):

- Signing anything – competition forms, sponsorship agreements, shipping forms, etc.
- Outreach/external events – in particular, working with Indigenous communities
- International shipping
- External collaboration agreements with other universities or organizations
- External rental/booking agreements (e.g., for testing purposes) that require UBC sign-off

***Note:** Processing may take at least **2-3 months** to process after initial request. For the most up-to-date details, see the relevant section of the website.

Any team or team member who signs agreements or acknowledgments without UBC's required permissions may face immediate project termination.