DELIVERING the DELIVERABLES

1. Project Deliverables

Every project will generally have a number of products that the team will deliver to sponsors and advisors. At the very least, every project will produce the following:

1. A Project Report with Appendices
2. A CD-ROM with all of the Project Files

In addition to these, some teams may also leave behind boxes of photographs, large rolled-up maps, and many other miscellaneous by-products of the project.

The following sections specify how to make sure that the final steps in the delivery of these products are handled correctly, so that everything is turned in, in a complete and organized manner, to advisors and sponsors.

2. Overview of Procedures

Given that the IQP **MUST** be completed before leaving your project site, the usual procedure for handing in the final product is as follows:

1. Produce a single PDF document containing the entire project report, including all appendices.
2. Print the PDF document on the best printer you have available. Make sure you produce a professional copy. Triple check that all of the pages, page numbers, headings, graphs, table of contents, captions, etc. are all in order and reprint pages as needed. Produce a final, print-ready PDF file.
3. Bind the final, correctly-printed color original and box it at the VPC. Use binding place behind the VPC.
4. Once in the US, make additional re-prints of your report on US paper (8.5 x 11) for filing in Prof. Carrera's mailbox (see below) and at the Registrar's. Distribute as directed below.
5. Make CD's (or even DVDs in some cases) containing all of your project files (see separate handout for details). Make sure you properly label the final CD with a professional label and jewel jacket. Distribute these as needed before departure and in the US (see below).
6. Copy the appropriate files onto the VPC server (see Electronic Submissions).
7. Compile the entry for your project in the VPC Project Database (see Electronic Submissions)

3. Recipients of Project Report and Appendices

The Report is printed off of a **SINGLE** PDF file including the entire document, from the cover to the last page of the last appendix. After this single, comprehensive document is printed, it must be duplicated and bound for delivery to all involved parties. There is a separate handout concerning the process of duplicating and binding the projects. Here's what must be done:

1. The **VPC** receives the original IQP (the one you actually printed in color in Venice) so it can be preserved for posterity in the VPC archives in Venice. This is the report as it came out of the printer and NOT a photocopy. It must be bound and turned in to Prof. Carrera or Alberto Gallo on or before July 30. You can bind the Appendices right with the body of the document when possible and desirable.
2. The **Sponsors** are given a bound copy of the Report (initiated by July 30st).
3. The **Advisors** (Prof. Carrera) receive a bound copy in his department box by August 8th.
4. The **WPI Registrar's** copy (bound) copy, accompanied by a CDR (Completion of Degree Requirement) form goes in Prof. Carrera's (IGSD) or Prof. Zeugner's mailbox on campus (IGSD). This depends on who is your "real" advisor of record. This is also due by August 8h.

4. Project Files (CD ROM's)

Generally speaking, everyone who receives a copy of the report should also receive a CD-ROM with all of the project files. See separate handout for details about the organization of the CD-ROMs. The following are the CD-ROMs that the team MUST hand in:

1. One CD-ROM for the **Venice Project Center** in Venice (to Prof. Carrera or Alberto Gallo) by July 30.
2. One CD-ROM for the **Sponsor,** by July 30.
3. One CD-ROM for **Prof. Zeugner** (in his mailbox at IGSD), by August 8.
4. One CD-ROM for **Prof. Carrera** (in his mailbox at IGSD), by August 8.
5. One CD-ROM for any additional **sponsors** or **collaborators** (as needed), by July 30.

5. Electronic Submissions (by August 8)

As of this writing, WPI does not require an electronic submission of the project report to the Registrar's, but the VPC has its own system which needs to be updated by each year's teams.

1. Upload your Report, Presentation, Database and GIS files to the VPC's secret on-line repository (see instructions)
2. Fill out the Project Form for the VPC Project Database and complete your own entry. Send the MDB file to Prof. Carrera. You must use very clear EMAIL ETIQUETTE and rename your MDB file according to the fine naming conventions (Term + Nickname).
3. Upload and test Web pages and/or Mapinfo point-and-click HTML maps where instructed. These URLs must be mentioned in your report and should appear on your project cover.

6. Student Copies

Obviously, it's up to the members of the team to decide how many copies of the report, the appendices and the CD-ROM they want to keep for themselves.

7. Expenses

Generally speaking, as is the case on campus, the costs associated with the printing and reproduction of the reports, appendices and CD-ROMs are to be covered by the students themselves.

8. Grades

Grades will not be submitted until ALL of these submissions have taken place and provided that the materials are complete and in good order. Grades are due the day before term A begins.

CHECKLIST OF DELIVERABLES

To facilitate your final tasks, use the following checklist and check off each item as it is delivered to the appropriate party. When you have checked off every item, you are really truly DONE!!!

BY SATURDAY – JULY 30, 2005

1. Preliminaries

☐ Read this Handout
☐ Read the "Duplicating and Binding" Handout
☐ Read the "CD-ROM" Handout
☐ Read the "Returning Equipment and Materials" Handout
☐ Read the "Electronic Submissions" Handout

2. Venice Project Center in Venice (Prof. Carrera or Alberto Gallo)

☐ One or more Labeled Cardboard Boxes (provided) containing the following items:
  ☐ BOUND Original Report and Appendices in color (see handout)
  ☐ CD-ROM - professionally labeled (see CD instructions)
  ☐ Miscellaneous materials produced or acquired during Project (**organized** and boxed)
☐ Books, instruments, software, etc. borrowed for project (**cleaned**, organized and boxed)

3. Project Sponsor(s)

☐ BOUND Copy of Report and Appendix in color (see instructions for duplicating and binding)
☐ CD-ROM – professionally labeled (see CD instructions)

BY MONDAY - AUGUST 8, 2005

4. Electronic Submissions

☐ Upload files into VPC archive at WPI (see separate instructions)
☐ Fill out your project's database entry for the VPC Project Database (see separate instructions)
☐ Upload web pages (maps or others) to an appropriate server space as instructed

5. Prof. Zeugner – in his IGSD mailbox

☐ CD-ROM – professionally labeled (see CD instructions)

6. Prof. Carrera – in his IGSD mailbox

☐ BOUND Copy of **Report in color** (including Appendices) – for VPC archive on campus.
☐ CD-ROM – professionally labeled – for VPC archive on campus (see CD instructions)

7. Prof. Carrera or Prof. Zeugner – in either of their IGSD mailboxes

☐ **CDR form** –filled out except for signature(s) and grade
☐ BOUND Copy of **Report in B&W** or **Color** – for Registrar.