

Contingency Plan for Multidisciplinary Capstone Design

ECSE-4900, ISYE-4270, MANE-4260, and MTLE-4920

March 10, 2020 (Rev. 2)

This document outlines the Contingency Plan for the Multidisciplinary Capstone Design course during the suspension of in-person classes, currently scheduled from March 16 through March 30th, and outlined in President Jackson's memo issued on March 10th.

1. **Syllabus Changes Not Required**

Since this course does not introduce any new material, no revised syllabus is provided.

2. **Online Course Collaborations**

Students will continue using EDN and SVN repositories, not LMS, for collaboration and project/engineering record keeping.

3. **Project Scope**

Students will not be able to access their fabrication spaces during the suspension period. The Project Engineer (PE) and Chief Engineer (CE) will review the Statement of Work (SoW) and project plan with each team, and the Sponsor. Changes in project scope may be implemented, as needed, for some projects.

4. **Meetings and Collaboration**

- All students and instructors should install the WebEx Meetings Desktop Application as soon as possible and become familiar with its use by setting up sample meetings with friends / classmates. Your RCSID and password will give you access to WebEx. For more information, see <https://itssc.rpi.edu/hc/en-us/articles/360034120852-Overview-Webex>
- Students will use EDN, WebEx Teams, and WebEx Meeting for team collaboration.
- Students will meet with their PE, CE, and/or project sponsor using WebEx Meetings.
- Students also use EDN, including the repository for team collaboration.
- PEs and CEs will provide feedback to students during a WebEx meeting, and posting feedback using EDN.

5. **Assignments and Grading**

- If a revised project scope is needed, team and individual grades will be evaluated by the CE according to the new adjusted project scope.
- Status Report #3, that is scheduled around March 26, may be presented using Webex or can be rescheduled, dependent on Sponsor availability.

6. **Prototyping and Fabrication Area**

- The fabrication area is closed for use beginning Monday, March 16 through at least March 30.
- Students can order parts and materials after the Project Engineer's purchasing review via email or WebEx. For more information, see the following:
 - Purchasing Guidelines - https://designlab.eng.rpi.edu/edn/projects/capstone-support-dev/wiki/Purchasing_Guidelines
 - Fillable Purchasing Form: [https://designlab.eng.rpi.edu/edn/attachments/download/106889/PURCHASE%20FORM%20\(Fillable%20Form%20\).pdf](https://designlab.eng.rpi.edu/edn/attachments/download/106889/PURCHASE%20FORM%20(Fillable%20Form%20).pdf)
- The fabrication staff will be on campus. If you are ready for the staff to fabricate a part, work with your PE and follow the Shop Fabricated Part Process: https://designlab.eng.rpi.edu/edn/projects/capstone-support-dev/wiki/Shop_Fabricated_Part_Process