This document shows a few examples of time lines that previous groups have submitted in their draft proposals. They show information that is good to include, but none is in an optimal format. Remember, the point of the time line – or any part of the proposal – is to convey information and the format you choose might need to be adapted based on the project.

(1) The following timeline is written as an outline, and is a good first step but should be improved before distributing it outside your team.

Timeline

Winter

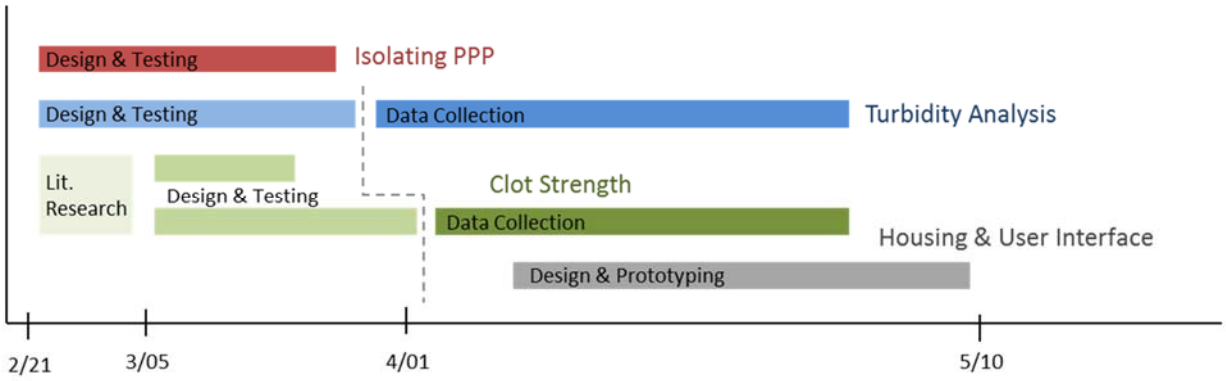
1. 1/17 - Test and analyze signal and what motion artifacts do to the signal
2. 1/22 - Patent Search
    a. Ear bud design
    b. LED/photodetector placement
    c. Computations for coupling multiple signal sources
    d. Etc.
3. 1/31 - Determine direction and type/location of PPG
4. 2/07 - Design device through sketch/diagram
5. 2/10 - Write project proposal outline
6. 2/19 - Proposal Draft
7. 3/14 - Final proposal

Spring

8. 4/4 - Build prototype
9. 4/18 - Test prototype ourselves and then with some test subjects
10. 5/2 - Potentially test using database?
11. 5/16 - Analyze results
12. 5/30 - Write report draft
13. 6/06 – Finalize report

(2) The following Gantt chart is very visually appealing. It was accompanied by a paragraph that explained the dates, the dashed lines, and subtleties of the various phases. The paragraph was quite informative, but not easy to absorb at a quick glance. Perhaps the schedule information should be placed in a table or legend that states what each of the dates signifies, leaving the deeper explanations in the prose paragraph.

I did not include the original paragraph because it pertains to one of this year's projects and I want to let that group do their own work!



(3) The following example has the advantage of a column devoted to events such as due dates that occur on specific days, i.e. the date information that was suggested for the preceding Gantt chart. This table assumes that the activities can be divided by week, however, so it is more amenable to inclusion on a calendar than in a Gantt chart.

Timeline:

Week	Due (Tentative)	Activities
Week 8 (2/24)	2014 Capstone Design Fund Application (2/28)	-Submit COE funding application -Meet Beth Kolko, UW HCDE/Shift Labs (2/28)
Week 9 (3/03)	Draft Proposal (3/6)	-Conduct more lit/patent search specific to chosen region and components -Contact GearBox (Kenya) -Meet Mark Ganter, UW MechE/3D printing
Week 10 (3/10)	Final Presentation in 403 (3/10) Presentation Critique (3/12) Final Proposal (3/14)	-Meet Yvette again to obtain specific feedback on design proposal -Finalize design plan/components -Finalize Proposal
Spring, Wk. 1 (3/31)		-Purchase components
Week 2 (4/7)	Progress Presentation	-Meet Kiersten I-B (PATH), begin identifying contacts in Kenya to send backpack -Literature search to determine how to test the product we design with this backpack
Week 4 (4/21)	Design Notebook	-Meet Noah (PATH) to help finalize market/business plan -Assemble backpack (as components arrive)
Week 5 (4/28)	Business Plan	-Begin using backpack to build simple proof-of-concept device -Report writing
Week 6 (5/5)	Report Draft	-Report writing, secondary patent search
Week 8 (5/12)	Design Notebook	-Test device
Week 9 (5/19)	Prototype Critique	-Continue testing -Final check-in with Yvette/Rice regarding backpack implementation
Week 10 (5/26)	Final Report Peer Evaluation	-Report writing -Send backpack abroad; ensure pipeline for feedback on developing future versions