

EE Capstone Product Delivery

Check-Off Worksheet

To be filled out by the capstone team

Project Name:	
Team Name:	
Client Name:	

To the Client:

Congratulations, you've made it to the end of the Electrical Engineering Capstone development process! The Electrical Engineering Program, as well as NAU, is very proud of the quality of our Capstone program and we are committed to making it a satisfying and profitable investment of time for our Capstone clients. Although students are still learning to be professional engineers and there were undoubtedly some rough spots, your overall experience should be very close to what you would get (at vastly higher expense!) from a professional product development team.

The purpose of this Product Delivery Check-Off sheet is simply to ensure that, in the middle the excitement and exhaustion at the end of a tough year, the process doesn't break down in the last step: making sure your product is functional, accessible to you, and that you know how to operate and maintain it.

The team will walk through the following topics with you; please initial each item as you cover it, and then sign-off on the completed delivery document at the end. Your signature documents that you have received the product in good working order, and are confident that you'll be able to operate it going forward.

1: Daily Operation of the Product

The team will walk you through the product in a live demo, showing you all key features of the product. Items covered should include:

- Installation
- Configuration, including all available modes
- Use in each (if multiple) modes of operation, regular operation - the step-by-step uses cases
- Powering on/off the product
- Inputs and outputs of the product system, including electrical and computer related

The team should show you corresponding sections in the user manual they are delivering as they go through this section with you, so that you know where to look if you need a reminder later on.

Client, please initial. (1)

The team has gone over each of the above points to my satisfaction. I feel confident that I can utilize the product to satisfy targeted business needs.	
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2: Installation of the Product

The team will cover aspects of installation appropriate for the expected used of the product. This includes items such as:

- Power requirements, charging if appropriate
- Software that the product is reliant on
- Environmental requirements

- Considerations if the product is moved from one installation to another

The team should show you corresponding sections in the user manual they are delivering as they go through this section with you, so that you know where to look if you need a reminder later on.

Client, please initial. (2)

The team has gone over each of the above points to my satisfaction. I feel confident that I can utilize the product to satisfy targeted business needs.	
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3. Maintenance and Trouble-Shooting

The team will cover both expected, and anticipated points of maintenance and failure. This should be motivated by their own experiences while developing the product, and by judgment and a keen understanding of the system. This should include:

- Likely points of failure, and how one would respond to such failure
- Points that will require regular maintenance, and how to address that

The team should show you corresponding sections in the user manual they are delivering as they go through this section with you, so that you know where to look if you need a reminder later on.

Client, please initial. (3)

The team has gone over each of the above points to my satisfaction. I feel confident that I can utilize the product to satisfy targeted business needs.	
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Acceptance of Product Delivery

This capstone project has been delivered to the client and completed to the satisfaction of all parties. The project is thereby considered completed in full.

Client, please sign.

This capstone project is complete.	
Printed name:	

Congratulations on completing your Capstone Project! We wish you many satisfied years using the product. Please contact the NAU Electrical Engineering Capstone Coordinator if you ever have another idea for a project!