**香港理工大學 工業及系統工程系**

**The Hong Kong Polytechnic University**

**Department of Industrial and System Engineering**

**全港中小學產品設計大賽2018-2019**

**Hong Kong Product Design Makeathon2018-2019**

**計劃書**

**Proposal**

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| **學生名稱:****Student name** |  | **學生名稱:****Student name** |  |
| **學生名稱:****Student name** |  | **學生名稱:****Student name** |  |
| **學校名稱:****School name** |  |
| **組别\*:****Class** | **小學組 Primary / 中學組 secondary** |
| **項目組别\*:****Project** |  **環保或節能產品 Eco-friendly or Energy Saving****穿戴科技 Wearable Device****衛生保健或復康產品 Healthcare or Rehabilitation Product** |
| **項目名稱:****Project name** |  |
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| **在2019年2月1日或之前在網上提交完成的計劃書****On line submit the completed proposal by 1 Feb 2019** |

**\*刪除不適當 Cross out if inapplicable**

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| **Working on your Proposal** |
| The objective of this proposal is to guide you to work *effectively* through all the stages of your project in a systematic manner. It will help you to: |
| **Analyze the nature and scope of your project and to formulate its objectives**  |
| **Suggest and select the methods of achieving the Project’s objective(s)** |
| **Manage the Project’s progress** |

The completed workbook will reflect your idea, effort, skill and progress.

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| **I - Project Background** |
| 1. The background of your project - Your knowledge of product design and screening topics you are interested in. |
| 2. The objective of the project (You may use “5W1H” Method for your project’s cause-effect analysis) |

Continue on extra page if required.

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| **II - Problem Formulation** |
| 1. Expected deliverables (What you want to do?) (e.g. product function and application, product/process design, application software, prototyping method, etc.) |
| 2. Methodology -- You will need to formulate a framework for the methodology that you think most effective for achieving the objectives of the project. (How to do?) |
| 3. The issues/problems that need to be tackled (if any). For example, insufficient time, insufficient funds; technology is immature, environmental changes…etc. |

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| **III - Project Workflow and Completion Schedule**  |
| Identify the major tasks. And estimate the time required for each task for the completion of the project and report

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|  | Date | Task Content | Note |
| Sample | 12-11-2020 | Formulating the project objectives |  |
| Sample | 07-01-2021 | Material purchasing  |  |
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