

	<i>Project Management - Product Development</i>	
	Document No: FD09003	Version : 003

FD Project Management

A five milestone system is used in managing all projects.

1. Project Kickoff
2. IDR - Initial Design Review
3. DDR - Detail Design Review
4. PDR - Prototype Design Review
5. FDR - Final Design Review

These milestones are defined by the “sub-products” that are to be achieved prior to that review or milestone.

I. Project Kick-off

The following is to be complete for Kick-off:

1. The PO has been reviewed by all project members; finance and delivery schedule has been accepted.
2. A project organization board defining “who does what”, communication channels, etc., has been defined and put in writing.
3. A preliminary functional specification that includes project scope, cost targets, deliverables and delivery schedule has been issued to project members.

II. IDR - Initial Design Review

The following is to be completed and presented at IDR:

1. Functional spec approved
2. Multiple design approaches presented
3. ID renderings, multiple as needed (where applicable)

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4. Kinematics diagram presented (where applicable)
5. Outline mechanical drawings presented
6. Updated project schedule/manpower schedule presented

III. DDR – Detail Design Review

The following is to be completed and presented at DDR:

1. Updated functional spec
2. Updated kinematics diagram (where applicable)
3. A single design approach selected
4. ID selected
5. 3D model of each part and assembly complete
6. Mfg. detail drawings complete
7. Assembly drawing with preliminary BOM done
8. Electrical Schematics complete
9. PCB layouts and PCB mechanicals done

IV. PDR – Prototype Design Review

The following is to be completed and presented at PDR:

1. Revised PCB layouts
2. Revised 3D model
3. Fully assembled prototype demonstrating form, fit and function. (where applicable) This would include any software/firmware. If automation equipment or tooling, the commissioning “run-off” would be conducted at this time.

	<i>Project Management –Design Review definition</i>	
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V. FDR – Final Design Review

The following is completed and presented at FDR:

1. Revised 3D models, 3D parts, Electrical schematics, PCB layouts
2. Revised functional prototype (incorporating corrections from PDR)
3. Functional demonstration or “run-off” (where applicable)
4. Full Documentation package: 3d parts files, manufacturing detail drawings, assembly drawings, assembly procedure documents with complete BOM, fully commented source code, spare parts list, operators and PM manuals, as applicable.