Dear ( ),

Congratulations! I am very pleased to inform you that you have just been approved to be one of our project managers for spring 2005 capstone courses . Words cannot describe how rewarding your experience can be.

I would like to provide you also with my cell phone number should you have any urgent questions , concerns and needs that you need to discuss over the phone . Please note that this is only for project managers use and not for public distribution. I will be more than happy to help you whenever possible and guide you step-by-step throughout the process . As along as you work hard and put efforts , I will never let you down .

With successful leadership, there is so much value you bring to your team, your sponsor, your class and yourself. You have just started one -of-a-kind journey to make real difference in the real word, earn, learn and have fun!

Five key words/phrases in project management are effective (communication), strong attitude toward (collaboration), optimistic and ambitious (determination), time-sensitive and well-documented (scheduling and planning) and non-stop (learning).

This email should serve as your initial project manager road map (reference) throughout the semester .If you did not understand some thing now , don't get alarmed .You can always ask me and I am sure though that you will learn about every thing over the time .

Please use the following info and the two attachments as a reference or road map at your convenience. You don't have to read every thing now!

Totally up to you.

## Next three steps are:

- 1- Select/ Reserve an appropriate project ( as soon as projects are available ). Make sure that you have strong interest in this project and the ability to meet its expectations. Contact the sponsor and myself to learn more about this project. Please note that you cannot confirm your reservation for a project without my written approval (online)
  - To browse available projects for Spring 2005 semester (will be updated soon and frequently by sponsors and myself), please visit,

When you are prompted to enter your password, please enter: viewcapstonesp2005

Please note that this link access is limited only to project managers for the time being .I will release it to all students prior to the start of Spring 2005 .

• For project reservations . project managers collaboration , training and instructions, you will need to use the following special Webboard system at

http://webboard.njit.edu:8080/~CapstonePR-2005S/

I will add you to the closed reservation sub-conference on this board as soon as I see that you have created an account and logged on . Reservations will be editable by

project managers and only viewable by students. Other instructions and PM's discussions will be viewable and editable only by project managers.

I wish I had every thing in one place .However, the webct system does not allow online collaboration across classes and sections since it is tightly coupled with registration databases .This is why we need to use Webboard and webct together .

2- Form the right team. Your team has to have 4-6 people including yourself. All your team members have to be from your own section. Team members can play various roles depending on project requirements. These roles include but not limited to market researchers, co-project managers, requirements analysts, backend designers, front-end designers, system architects and software developers. To form your team you have to make an announcement in the project managers discussion board on webct to invite applications. Once your team is formed, you will need to submit the team certificate form online (I will provide the link later for this form). More information is in the FAQ's file attached.

You need to find out what skill set is required or recommended for your project. Projects are very diverse and it is important to know about your project as much as you can before making a selection. If you love challenges, you can take a demanding project and learn as you proceed if time and resources were available.

To find out what positions you need and what skill set will be required , you will need two things :

- 1- Understanding project scope, nature and specific requirements .
  - Read the online sponsor proposal carefully .
- Contact your potential sponsor in advance before making a reservation .Call your sponsor and/or pay them a visit
- Contact me any time if you need to learn more about projects , have any questions or concerns
- 2- Understanding course requirements and how it can be adapted to and synchronized with project needs .Our projects can expand sponsor vision for their own projects and visa versa . We can tailor our course deliverables to be more in line with project natured and demands . I have attached a sample outline for the software engineering project documentation for your reference .Please remember that with 6 dedicated people in a team , proper planning , task distribution and elimination of free riding , this project can be allot of fun and convenience .
- **3- Start your project**. Please re- read PDF instructions attached carefully, use webct as your online virtual classroom. When the semester starts, attend all classes and arrive always early. See sample projects and contact me whenever you need any thing by phone, email or in office (please make an appointment in advance during the winter break- after Jan 3<sup>rd</sup>, 2005). After your team is formed you will need to submit a progress report about your team progress through the newly developed online form starting from the third week of the semester. By the end of the semester, you will need to provide your sponsor with the sponsor evaluation form so your sponsor can fill and return (I will try to make this as an online form as well). Final Spring 2005 schedule will be released later to all class members.

You have made a great choice by your early PM application . You will have plenty of time and flexibility and much more help .

We have high expectations from you and I will be at your service whenever you need any thing by phone or email .

Once again, congratulations for your selection as a project manager. You earn what you learn. I believe that the best way to predict our future is to invent it. So lets start our capstone journey!

Cheers,

## Osama Eljabiri

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Capstone: <a href="http://capstone.eljabiri.com">http://capstone.eljabiri.com</a>

 $Resources: \underline{http://webct.njit.edu} \ , \underline{http://webboard.njit.edu} \ \& \ \underline{http://www.cis.njit.edu/~osama}$