

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 3rd, 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 : <http://capstone.eljabiri.com>

Resources : <http://webct.njit.edu> , <http://webboard.njit.edu> & <http://www.cis.njit.edu/~osama>