

# TEAM WORK PLAN

This work plan will be continually updated throughout the semester.

## SAMPLE TABLE OF CONTENTS

### QUESTIONS WE HAVE

- What questions do I want to answer by the end of term?

### AREAS OF FOCUS

- What we plan to measure

### PROCESS

- How we plan to collect the data required to answer our question.

### EQUIPMENT AND RESOURCES REQUIRED

- List of equipment and additional resources (equipment, people, knowledge, time, etc.) that may be required to collect and analyze necessary data

### TEAM ROLES AND RESPONSIBILITIES

- Assignment of specific roles and responsibilities to individuals in the team.

### TIMELINE

- Proposed timeline for completion of activities

### MISSION STATEMENT

- The driving question behind our group, or the overall question we'd like to answer in our project.

# TEAM REPORT

## SAMPLE TABLE OF CONTENTS

### INTRODUCTION AND DRIVING QUESTION

### AREAS OF FOCUS

- What product / process we studied and why

### DISASSEMBLY

- Product disassembly process and results

### RAW MATERIALS

- Environmental, economic and social impacts of producing the raw materials and getting them to the manufacturing facility

### MANUFACTURING

- Environmental, economic and social impacts of manufacturing the product

### TRANSPORTATION AND DISTRIBUTION

- Environmental, economic and social impacts of transporting and selling the product

### USE

- Environmental, economic and social impacts associated with using the product

### DISPOSAL

- Environmental, economic and social impacts associated with disposal of the product

### IMPROVEMENTS

- Improvements that could be made to product to reduce negative impacts

### CONCLUSIONS

- Overall environmental, economic and social impacts.