

Northeastern Baja SAE

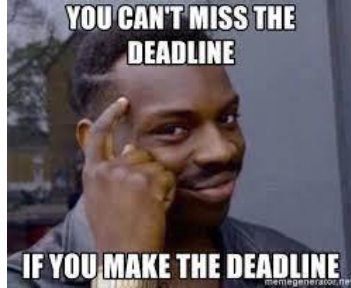


EGMT5220 Group 8 Presentation:

By: Lars Boddie, Trevor Giardine, Adam Luk, Parth Panchal,
Ronen Sengupta

- Design
- Build
- Race
- Repeat

Our Problem



- Setting and communication of deadlines
- Coordination between groups
- Unclear responsibility for task completion.



Narrowing Project Scope

- Large part of this project was narrowing what we wanted to do for NEU Baja
 - Focused on overhauling current organizational software, Trello, with a more functional software
 - Identify a service that offers club oversight on project status, while organizing deadlines, responsibilities, and goals effectively
 - Ensure it is affordable

Why does it matter?

- Helping fellow students, enabling them to do and learn more.
- We like Reed and Alex (our Baja points of contact and the club's leaders).
- Making a team representing NU more competitive.



Softwares Researched:



Adobe
Workfront



smartsheet



wrike



monday.com



asana

teamwork.

lockify

Trello

Research:

-Revolved around creating an organizational framework to increase efficiency and awareness within the team focusing around

- i) Ability to clearly show problems and categorize timelines and completion
- ii) User-friendly and ease of access
- iii) Ability for multiple users and guests to split among subteams
- iv) Ease of communication to comment concerns and attach files and sub items as well
- v) Calendar, Dashboards, Organizational Charts (Gantt Chart), and integration of outside applications
- vi) Budget
- vii) Private dashboards for leads and user filtration

-Presented to options to Baja's e-board members, primarily Reed Ouellette and Alexander Paul

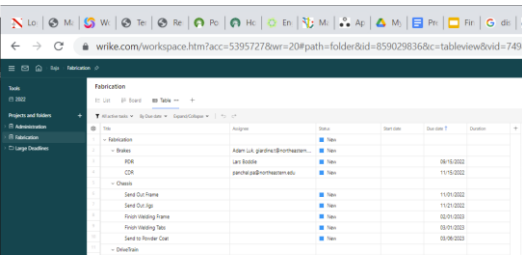
Final Comparison:



- Ability to create tasks, assign unlimited members to them, and make deadlines.
- Gantt chart, table, or list forms available for displaying tasks.
- Can attach files and make comments.
- Can restrict access to view only.
- Mobile friendly.
- Calendar did not work with version.



- User friendly and compatible with multiple devices
- Able to create multiple dashboards and privatize them
- Ease of communication with assigning roles, comments, and attachment of files
- Ability to synch Gmail, Zoom, Documents, and other outside application
- Multiple access to guests and students in Standard Plan
- Calendar friendly and multiple organizational charts (Gantt, Pie Graph, Timeline percentage, etc).



Current and Past Softwares

Acme Inc. Sharon Robinson

- All unread
- Threads
- Mentions & reactions
- Show more
- Marketing team
 - design-crit
 - design-team
 - Hubspot
 - social-media**
 - team-chat
- Announcements
 - announcements
 - media-and-pr
 - released
 - team-sf
- Pals

#social-media Track and coordinate social media

Zoe Maxwell 11:56 AM
No! It was my pleasure! Great to see the enthusiasm out there.

Acme Team APP 12:45 PM
Event starting in 15 minutes:
Team Status Meeting
Today from 1:00 PM to 1:30 PM

Harry Boone 12:58 PM
Quick note: today @Liza will join our team sync to provide updates on the launch. If you have questions, bring 'em. See you all later... er, in 2 minutes 😊

Lee Hao 12:58 PM
Meeting notes from our sync with @Liza

Post +
1/9 Meeting Notes
Last edited just now

Zenith Marketing is in this channel

Message #social-media

Trello

- To Do**
 - Create offer notification email
 - Compile video animation alongside blog articles
 - Structure editorial calendar
- Research**
 - Check all internal URLs work in blog archive
 - Create e-mail newsletter for blog subscribers
 - Launch podcast
 - Prepare onboarding materials for new UI designers
- In Progress**
 - Offer notification email
 - Email to last week's conference attendees
 - Update social media content
 - Brainstorm & suggest 10x blog post ideas
 - Research weekly blog post and suggest images
- Review**
 - Create 5x FB ads
 - Sharpen copy across homepage
 - Create infographics for weekly blog post
 - Snapchat Story on upcoming post
 - Prompt comments on blog posts
- Completed**
 - Redesign About Us page
 - Redesign logo
 - Update iOS app
 - Source images for blog post
 - Create logo for Medium

nave

Advantages compared to old Software



Integrations

Can connect teams existing tools to get more work done



Automations

Able to set up customizable automations within minutes



Dashboards

Simplify Decision Making with real time data insights



Kanban

Prioritize tasks and balance demands according to capacity



Gantt

Visualize project milestones and dependencies all in one place



Files

Store, manage and share files to collaborate with all stakeholders

Monday.com

Project Planner

Workspace

Main workspace

General

Main Table Kanban Gantt + Add View

New Item Search Person Filter Sort

Last seen PP Invite / 2 Activity + Add to board

Integrate Automate

+ Add
Filters
Search

Calendar (Able to select mu...)
General
Ergonomics
Brakes
Suspension
Package Pickups
Sparky
Gnat Chart
Contacts

Files

Merchandise Form
Meeting (Have Public/Pr...)

Work Calendar

Work calendar
Team Tasks Overview

Drivetrain

	Subitems	Person	Status	Date
CDR		AL	Done	Nov 10, 2021
PDR	1	AL TG	Done	Sep 15, 2021
Sent Out		PP	Stuck	Nov 15, 2021

Chassis

	Subitems	Person	Status	Date
Finish Welding Frame		TG	Done	Feb 1
Finish Welding Tabs		AL	Done	Mar 1
Send Out Jigs			Done	Nov 21, 2021
Send to Powder Coat		BS	Done	Mar 4
Sent out Frame		LB	Done	Nov 1, 2021

Official Competition

	Subitems	Person	Status	Date
Begin Design Presentations			Done	Mar 12
Design Presentations Due			Working on it	Mar 12
Tennessee Tech			Working on it	May 12

Calendar View

Workspace ...

M Main workspace ▼

+ Add

🔼 Filters

🔍 Search

📅 Calendar (Able to select m...)

📁 General

📁 Ergonomics

📁 Brakes

📁 Suspension

📁 Package Pickups

📁 Sparky

📁 Gnat Chart

📁 Contacts

📁 Files

📁 Merchandise Form

📁 Meeting (Have Public/P...

📁 Work Calendar

Calendar (Able to select multiple su...)

☆ View Edit

👤 Share 🗨️ ...

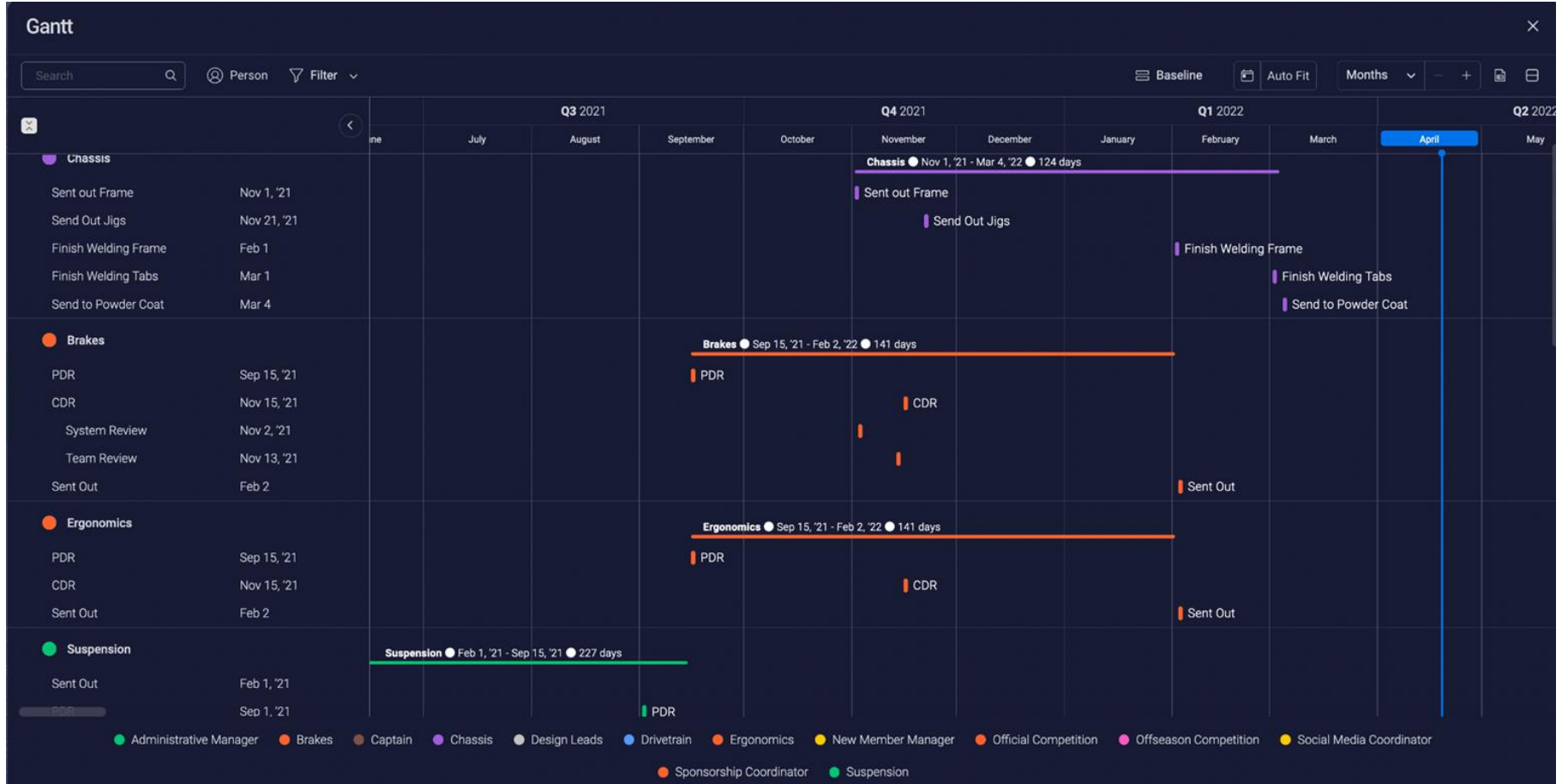
Search 🔍

👤 Person 🔼 Filter

Calendar 🔼

Today < > November 2021 Month 🔼 🔄

Mon	Tue	Wed	Thu	Fri	Sat	Sun
01 Sent out Frame Ge...	02 System Review ...	03	04	05	06	07
08	09	10 CDR General	11	12	13 Team Review C...	14
15 Sent Out General CDR General CDR General	16	17	18	19	20	21 Send Out Jigs Gen...
22	23	24	25	26	27	28



Monday.com

KANBAN Chart

The screenshot displays a Monday.com workspace with a Kanban board titled "General". The board is organized into four columns: "Working on it / 6" (orange), "Stuck / 2" (red), "Done / 20" (green), and "Empty / 14" (grey). Each column contains task cards with details such as title, assignee, and subitems. The "Stuck" column is highlighted with a red border, and the "Done" column is highlighted with a green border. The "Stuck" column contains two cards: "Rochester" and "Sent Out", both assigned to "PP". The "Done" column contains three cards: "PDR", "CDR", and "Sent Out", all assigned to "PP". The "Empty" column contains four cards: "Sent Out", "Determine Leadership Roles", "Post Competition Breakdown", and "Alumni Drive Day", all assigned to "PP".

Workspace: Main workspace

Board Title: General

Views: Main Table, Kanban, Gantt, + Add View

Search and Filter: New Item, Search, Person, Filter

Columns:

- Working on it / 6**
 - Book Hotels OktoBajaFest (Person, Subitems)
 - Book Hotels Rochester (Person, Subitems)
 - Book Hotel EDN (Person, Subitems)
 - Tennessee Tech (Person, Subitems)
- Stuck / 2**
 - Rochester (Person, Subitems)
 - Sent Out (Person, Subitems)
- Done / 20**
 - PDR (Person, Subitems)
 - CDR (Person, Subitems)
 - Sent Out (Person, Subitems)
 - PDR (Person, Subitems)
- Empty / 14**
 - Sent Out (Person, Subitems)
 - Determine Leadership Roles (Person, Subitems)
 - Post Competition Breakdown (Person, Subitems)
 - Alumni Drive Day (Person, Subitems)

Monday.com

Contacts!

Contacts ⓘ ☆ Last seen PP Invite / 1 Activity + Add to board

Main Table + Add View Integrate Automate / 1

New Item Search Person Filter Sort

Contacts		Title	Company	Type	Priority	Phone	Email	Next interact...	Notes
Lorenzo Harvey	+	CEO	Bose	Partner	High	+1 854 722 0499	Lorenzo@email.com	Apr 11	Sponsor
Immanuel Branch	+	COO	Class of 2020	Customer	High	+1 325 478 5698	Immanuel@email.com	Apr 23	Alumni Review
Karissa Lang	+	CFO	Northeastern	Vendor	Low	+1 312 563 2541	Karissa@email.com	Apr 25	TA
Erik Higgins	+	Sales Manager	Northeastern	Partner	Medium	+1 854 589 0499	Erik@email.com	Apr 21	Machine Shop Time

Baja Response and Satisfaction



Alex Paul (Captain)

“ Fantastic! ”



Reed Ouellete (Suspension Lead)

“ That’s what we were looking for! ”





Any Questions!