Discovering the Future:
Infrastructure Requirements For the Next Generation of Passenger Vehicle, the “Nanocar”

Management Plan

Prepared By:

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1. **Group Structure and Management (see Organizational Chart)**

<table>
<thead>
<tr>
<th>Group Member</th>
<th>Position</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Faculty Advisors:**
Cathie Ramus
Jeff Dozier

**Client Representatives:**
Volvo Monitoring and Concept Center
Dr. Ichiro Sugioka (Aerodynamics and Advanced Researcher)
Mr. Michael Ippoliti (Offer Development Manager)

2. **Meeting Structure**

- **Date:** Every Thursday
- **Time:** 4:30 – 6:30
- **Location:** ICESS 6816
- **Participants:** All group members, advisors (when available)

**General Structure of the Meeting:**
Meetings will be held every Thursday to discuss individual research topics, obtain feedback from faculty advisors, and to proceed in the development of the project. In general, detailed agendas are prepared before the meeting in order to facilitate the meeting in an efficient manner. In addition the minutes of the meeting will be recorded by the Chief Secretary. The basic outline of the meetings is as follows:

1. Group Hug
2. Present individual research and discuss further research topics
3. Report on the status of contacts made
4. Discuss the development of the project (topic dependant on timeline)
5. Discuss feedback from faculty advisors and clients
6. Set meeting agenda and tasks for the following week
7. Set individual deadlines and discuss upcoming deliverables
8. Set additional meeting times if required

3. **Duration of posts and responsibilities of group members**

All members have an assigned position, which entails duties and responsibilities. As a general rule, team members must be aware of the fact that the group project remains a priority throughout the course of the master’s program and therefore the same level of effort is
expected for the group project as any other 4-unit course. The following is a general description of these expectations:

**Project Manager:** The project manager’s responsibilities include writing the agenda for the following week based on the team’s suggestions in the previous week, weekly progress reports via e-mail to faculty advisors, communicating the presence of upcoming deadlines and ensuring that those deadlines are met, and maintaining energy and motivation during the course of the project.

**Liaison:** The liaison acts as the point man (or woman) to the clients (Volvo Monitoring and Concept Center) as well as external advisors. The person’s responsibilities will include setting up meetings with clients and external advisors as well as communicating any information from them to the rest of the team.

**Accounts Manager:** The accounts manager executes any budgetary functions concerning the project. This includes completing a budget, organizing invoices, and distributing the budget appropriately.

**Webmaster:** The Webmaster’s main responsibility is to oversee all web-based information and contents relating to the project. This includes regular updates to the group project homepage, ensuring appropriate permissions are set on files and folders, and managing all related e-information (e-mails, documents, etc.)

**Chief Secretary:** The Chief Secretary is responsible for recording the minutes of the meetings (including any ideas, comments, or suggestions pertinent to the project), outlining upcoming deadlines and informing the project manager of those deadlines, and administrative duties such as reserving rooms for meetings and obtaining parking permits for guests.

**Data Manager:** The data manager’s duties include filing and entering hard copy data and correspondence into assigned project folders, cooperating with the Webmaster to file data in the profile space, and managing all other data related issues.

Please note, these posts are appointed for the duration of the project. However, at anytime the group feels as though another team member could better serve a position, the group will make a decision in a democratic manner.

4. **System to ensure deadlines are met**

As mentioned before, in order to ensure that the deadlines are met the Project Manager will inform the rest of the team of the upcoming deadlines. Members can consult the meeting minutes, agendas, as well as the progress reports. If individual deadlines cannot be met, the team member(s) will inform the rest of the group prior to the meeting and suggest an extended deadline, which the other teammates must agree upon. These situations should be avoided whenever possible.

5. **Conflict resolution process**
Conflicts should be avoided whenever possible through clear communication of deadlines and expectations, equality in group discussions, positive criticism throughout the duration of the project. However, in the case where conflicts arise, an emergency meeting can be called by any team member to resolve issues in an amicable manner. Failing to attend these meetings will not be tolerated by the other group members. Furthermore, any decisions made in the group will be unanimous. In other words, discussions will be held until all conflicts or issues are resolved. In the event where a stalemate occurs, faculty advisors will be contacted for advice.

6. Process for documenting, cataloguing and archiving information

The data manager is responsible for handling all the data relating to the group project. The team members will pass any information (e-mails, research documents, deliverables, etc.) to the data manager with an attached note that outlines the date and the type of information being submitted. The information will then be catalogued by the data manager in one of the six categories. The categories are:

a. Agenda
b. Minutes
c. e-mails and other correspondence
d. Research documents
e. Drafts
f. Final Deliverables

The folder for the research documents and correspondence will be separated by quarter, while information in the other categories will be compiled in one file for the duration of the project. In addition, team members will be responsible for updating a references file (in Microsoft Excel), which will contain the title, author, date, publisher, source, and a brief description of any information obtained during individual research.

7. Guidelines for interacting with faculty advisors/external advisors/clients

It is the primary duty of the liaison to maintain an orderly flow of information between the team, advisors, and clients. This will alleviate information gaps that may arise from multiple person contact. Each team member will have the opportunity to interact with various professionals in the environmental, development, and manufacturing community will be conducted in a polite, courteous, and professional manner. Once initial contact is made and a relationship established, that team member is responsible for any further contact that the group might have for the duration of the relationship.

8. Overall expectations of group members and faculty advisors

The team expects the faculty advisors to actively participate in group meetings and discussions. The faculty advisors are expected to contribute positive criticism and to provide general direction when appropriate. The information and direction provided by the faculty advisors is expected to be consistent with the information and direction provided by the faculty group project coordinator.
The team members are expected to sustain the group project as a high priority for the duration of the project. They are expected to be honest and supportive as well as exercise integrity and patience in their interactions with others and in their own work. Team members are expected to create a lively and enthusiastic environment in which ideas and opinions are given equal weight and consideration. In order to facilitate coordination and understanding the team is expected to strive to make what is implicit, explicit.
Organizational Chart

Faculty Advisors
Cathy Ramus
Jeff Dozier

VMCC Advisors
Ichiro Sugioka
Michael Ippoliti

Jota
Shohtoku

Claudia Anticona
Project Manager
Chief Secretary
Principle Liason

Clarice Wilson
Accounts Manager

Jonathan Saben
Head Webmaster

Jason Peery
Data Manager