Project Synopsis Preparation Guide
ME 481 Mechanical Engineering Design Projects

What’s it used for?
The ME 481 project synopsis is used as the design team’s page in the Design Day Brochure. There are example brochures posted on the ME Design Day web site by semester under the heading “Design Day Archive”.

What’s in it?
It provides a summary of the project and identifies all the key participants. It also has an important public relations value, so that its visual impact is important.

How is one assembled?
A Project Synopsis Template for the synopsis is provided on the ME 481 course web site. This template should be customized by each design team and submitted with all relevant pictures to the course instructor by the due date shown on the course calendar. The files needed are be uploaded to a folder on the T-drive and this process is described below.

What files need to be prepared?
Each team must submit the following as separate files:

- Synopsis for the project with text and pictures inserted (excluding faculty advisor picture) using the Project Synopsis Template
- All pictures in the synopsis must be submitted separately as picture files.
- Team pictures (Please include all shots taken including the one which the team has chosen and inserted in the synopsis.)
- Professional advisor pictures (This is a head shot. Again include all shots taken including the one which the team has chosen and inserted in the synopsis.)
- Sponsor(s) logo(s)
- Sponsor Quote on Project Impact (If provided, use from the project application, if not the team will need to get one from the professional advisor)
- Author of Sponsor Quote and position with sponsor.
- Approval of Project Synopsis by Professional Advisor (email text file, pdf)

Is sponsor approval required?
Yes, all teams must have their Design Project Synopsis reviewed and approved for publication by their professional advisor.
Design Project Synopsis Checklist

- Confirm Project Title with Professional Advisor. If revised, inform Professor Radcliffe
- Project Description of 250-300 words
- Pictures of team posed with professional and faculty advisors
- Headshot pictures of professional advisor(s) identified by name
- Headshot pictures of faculty advisor identified by name
- Logo(s) of sponsor(s)
- List of Team Members and Hometowns
- Sponsor Quote on Project Impact (If provided, use from the project application, if not the team will need to get one from the professional advisor)
- Author of Sponsor Quote and position with sponsor.
- Sponsor Address
- Approval by Professional Advisor submitted to Dr. Radcliffe
- Synopsis uploaded to correct DECS folder
- Pictures uploaded to correct DECS folder

Procedure for Submitting Project Synopsis

All synopsis files are submitted electronically by upload into your group folder.

1) Go to a DECS computer laboratory and open your design team’s shared folder. These design team folders are located at

\T:\courses\ME\481\Teams\###

As an example, design team 3 has access to the folder “003”.

2) In your shared folder, create a folder named SynopsisDG###, where ### is the project number. To upload your files, simply transfer copies to that folder.

3) Once you have uploaded your files, please email me with

Subject: ME481 Synopsis Files Uploaded by DG###

mailto:radcliffe@egr.msu.edu

I will then retrieve the files in that folder and only that folder.

If you have any problems, don’t hesitate to email me at the above address.