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Getting started with the manufacturing of our innovative project

4.1. THE LIST OF MATERIALS

The list of materials is a key document to carry out any productive process. You're going to use several materials with different sizes and shapes, so you have to know how to describe them properly in order to be able to reuse the document as many times as required for additional manufacturing of your innovation. Even, this is for allowing any other people not involved in the project, to manufacture the object. That's why everything has to be very well described.

Lest to forget buying anything, fill in the following table with the needed materials. If you hadn't enough space, use the template to use a second sheet and indicate in all the sheets how many pages you have used

LIST OF MATERIALS

Innovative enterprise: _____

Date: _____ page # ___ of a total of _____

ITEM #	DESCRIPTION OF THE MATERIAL (*)	QUANTITY

(*) For the pieces you have to make, indicate the measures and the reference to the plan where it has been previously designed.

4.2. THE MATERIALS BUDGET

This process requires all team members to be responsible of finding the price of each item in the list of materials.

Where to find the prices of the components of the list?
Typically, many parts are assembly elements such as nails, screws, nuts, washers, flanges, etc. You can ask for the price of things in specialty stores, such as hardware stores. Moreover, almost all hardware businesses are selling online stores. In this case, you can make an Internet search to get the price that the seller is offering for each object.

Fill in the list of materials including prices. If you needed a list with more boxes, make a second sheet like this.

MATERIALS BUDGET

Innovative enterprise: _____

Date: _____ page #___ of a total of _____

ITEM #	DESCRIPCTION OF MATERIALS	Quantity	Unit price	Total price
	TOTAL SUM OF PRICES	..... €		
	VAT TO APPLY (____%)	..... €		
	TOTAL BUDGET (PRICES + VAT)	..... €		

4.3. PLANNING THE MANUFACTURE STAGES

Manufacture may be understood as sequence of steps in which materials are assembled.
Make a list of the works to be made in order to build the innovative object.

List of works

Stage number	Description
1.0	**PREPARATION OF MATERIALS**

4.4. DOCUMENTING THE MANUFACTURE

As far as manufacture is being carried out according to the developed planning, documenting the evolution of the manufacture is really suitable. This can be done by several ways and the most effective and easiest is to take pictures in different moments. Paste in the notebook and upload to your Enterprise virtual space some pictures to show how you're assembling your object.

Preparing materials picture

Manufacturing picture 1

Manufacturing picture 2

Manufacturing picture 3

Manufacturing picture 4

Picture of the innovative object once it's finished

4.5. WE MAKE OUR INNOVATIVE OBJECT INSTRUCTIONS MANUAL

You've just finished the building of your innovative object and now you're checking how it works. Now you can develop a document to explain its functionality and composition: the instructions manual. It's even possible your object to need a certain or specific arrangement of components to be used. The best way to write an instructions manual is to compose simple and direct sentences by which you need to use a synthetic and direct language to allow people to understand it clearly.

Use the following space to write the instructions manual. If you prefer, you could also write the document by a text processor, save the file and upload it to the digital platform.

4.6. WE CONTROL THE QUALITY OF OUR WORKS

You've just finished building the project and now it's the time to assess both the object and your work. Answer to the questions in the following questionnaire, marking or shading into the scale. The minimal mark will be when shading only the first left square (graded with 1), while the maximal mark will be the shading of the full scale until the one on the right.

1. What is the degree of similarity of your original idea and innovative object that you built?

1	2	3	4	5	6	7	8	9	10

2. Do you think the number of modifications incorporated during manufacture have been because the team has not thought through the initial design?

1	2	3	4	5	6	7	8	9	10

3. What is the degree of team satisfaction when finishing the project?

1	2	3	4	5	6	7	8	9	10

4. What would you improve on the original design in order to get a better product?

_____

_____

_____

5. Have the members of the enterprise been working equally?

1	2	3	4	5	6	7	8	9	10

6. Have the commitments of the Enterprise members been the same in all cases?

1	2	3	4	5	6	7	8	9	10

7. Do you think that the innovative object would have been better produced if you would have worked a bit more in the design and in the manufacturing?

1	2	3	4	5	6	7	8	9	10

8. . Do you think that the innovative object would have been better produced if you would have used better tools and materials?

1	2	3	4	5	6	7	8	9	10

9. Indicate generally what the best and worst of teamwork were:

The best was: _____

The worst was: _____