# C240 FA Proposal

***Remove*** *all boilerplate and examples in green, including* ***this*** *text* ***before*** *submission.*

*Save this document in the following format before uploading.* ***C240 FA Proposal – Team Name.docx***

*Submission Deadline:* ***June 5, Thursday, 23:59 (End of Week 7)****:* [*Submit using* ***this*** *link*](https://forms.cloud.microsoft/r/YHVUYLyBc9)

**Project Title:** Your cool project name goes here.

**Team Name:** Your cool team name goes here.

**Team Members (Name and Student Number):**

|  |  |  |
| --- | --- | --- |
| **Role** | **Student Name** | **Student #** |
| **Team Captain** | Your names go here … | Your RP Student numbers goes here … |
| **Team member** |  |  |
| **Team member** |  |  |
| **Team member** |  |  |
| **Team member** |  |  |

## 1. Problem and Audience

* **Problem Statement**  
  Describe the real-world problem, need, or opportunity your project addresses. Be specific and concise.

*Example: Many polytechnic students struggle with time management and study organisation, especially during exam periods.*

* **Target Audience**  
  Clearly define your primary audience (users, clients, stakeholders). Include relevant characteristics like age group, profession, or context.

*Example: Full-time Year 1–2 polytechnic students managing academic and CCA responsibilities.*

## 2. AI Solution

* **Why Use AI?**  
  Explain why AI is essential and suitable for addressing this problem. Justify its ethical use.

*Example: AI enables adaptive recommendations based on user input, helping personalise study support without overwhelming staff.*

* **Proposed Tools and Techniques (These may change**   
  List the AI tools or workflows (from the module) you will use. Briefly explain each choice.

*Example: RAG for retrieving personalised study tips, Flowise for conversational agent flow, Canva for visual design.*

## 3. Project Objectives

* **Core Goals**  
  What are the primary objectives of your AI solution?

*Example: Improve user engagement with study planning, reduce academic stress, increase motivation.*

* **Expected Value/Impact**  
  Describe the benefit this solution will create for your audience.

*Example: A more confident, organised, and motivated student body.*

## 4. Team Roles and Contribution Plan

Define each member’s area of focus. This plan will guide the assessment of individual contributions.

|  |  |
| --- | --- |
| Name | Planned Contributions |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## 5. Endorsement of Proposal and Responsibilities

Each team member must write and sign off on a brief endorsement of the proposed plan and roles. This confirms shared understanding and consent to the work division.

Example format:  
*"I, [Full Name], have reviewed this proposal and agree with the project plan, including my role and responsibilities as stated above. I believe there is a fair and equitable distribution of planned contributions"*

Endorsements should be inserted into the table below and initialled by each member. Team Captains may request scanned initials or digital signatures if needed.

|  |  |
| --- | --- |
| Endorsed By: | Signature: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Flexibility and Change Management**

We recognise that project work can evolve. To support creativity and adaptability, the following changes are permitted within set guidelines:

* **Changes Allowed WITH Lecturer Approval:**  
  You must seek approval before changing:
  1. Problem and Target Audience
  2. Proposed AI Solution and Project Objectives
* **Changes Allowed Without Approval:**
  1. You may change your **planned tools or techniques** at any time.
  2. If using **tools not taught in this module**, lecturer approval is required first.
  3. You may also revise **individual roles and contributions**, provided **the entire team agrees** to the change.
* **Recording Changes:**  
  All major changes must be noted in your **Final Report** and **Presentation Slides**, along with:
  1. A brief explanation of what was changed
  2. The reason/motivation behind the change
  3. (If relevant) Evidence of team agreement

⚠️ Unexplained changes may impact marks for planning, clarity, or collaboration.

**Important Notes:**

* This proposal contributes **10% of your FA grade only**. (team-based).
* Use taught tools where possible. Get lecturer approval for external tools.
* You may reformat this template but **must retain all key sections**.
* Keep your proposal professional, concise (approx. 2–3 pages), and ready for feedback.