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| --- |
| [Team name] |
| <Project name>  Proposal and Planning |
| [Client Organization Name] |
|  |
| **Team member 1**  **Team member 2**  **Team member 3**  **Team member 4**  **Team member 5** |
|  |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**

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# Document Version

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| **Version** | **Description** | **Date** | **Author(s)** |
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| **3** |  |  |  |
| **…** | *Add rows as required* |  |  |

# Introduction

## Purpose

*To propose a solution for the <your project name> project.*

## Team contact information

*Provide contact information for each team member and your supervisor. Also Team name should go here. Can copy from Scope and Mission*

## Description

*Update from the Scope and Mission*

# Project Proposal

## Existing System

*Describe (at a system level) the software or system that exists today.*

*If there is no existing software, describe the manual steps the client currently performs.*

*A diagram may be useful here. A System Sequence Diagram is most suitable.*

## Proposed Solution

*What will you add to/change in the existing system in order to provide the features, tasks and functions described above? Refer to diagrams in following section where appropriate.*

## Diagrams/ Analyses

*Include your up-to-date versions of any diagrams as agreed upon by your team, your client and your supervisor. These should relate to the Proposed Solution above. Try to stick to UML and make them “high” level not detailed at this time (EG: System Sequence Diagrams).*

## Alternative Solutions

*Describe any alternative solutions that have been considered but discarded. If your client is very specific with what they want you should say so here, but still list some viable alternatives.*

## Technology

*Describe any technology that will be used. For example, what language, libraries, frameworks etc are involved in the project, and how will they be used. You should be able to explain what technologies and tools will be used to implement your proposed solution described above.*

## Deliverables

*List the deliverables expected by the client. Examples: training, user documentation, source code, makefiles (or project files), installed system, technical documents, or anything else the client has requested and that you have agreed to deliver.*

# Stages Plan

*Document your work plan as related to the three remaining Stages (2, 3 and 4). What will you accomplish for each Stage?*

*Does the client have a preference as to how you go about your work? If so you should explain how you will meet his/her expectations as well as the expectations of the course.*