# **Project Title**

#### **Team Name**

[Insert [Month] [Year]]

[Name of Team Member o1]

[Name of Team Member o2]

[Name of Team Member o3]

[Name of Team Member o4]

[Name of Team Member o5]

[Name of Team Mentor]



#### **Declaration**

I, the undersigned solemnly declare that the project cprojectname> submitted to IEEE Innovation Nation Sri Lanka 2018, is solely based on the work of our team <teamname>, and as a team member I further declare that,

- 1. Data, information, and documents communicated in the project proposal are complete and true;
- 2. The contents of this proposal are in no way violent, illegal, or inappropriate; and
- 3. We have followed the guidelines provided by the IEEE Innovation Nation Sri Lanka 2018.

Signature	Signature
Name (Team Lead)	Name (Member#1)
Date	Date
Signature	Signature
Name (Member#2)	Name (Member#3)
Date	Date
Signature	
Name (Member#4)	
Date	

### **Executive Summary**

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# **I. Company Description**

- 1. Company mission statement
- 2. Company philosophy and vision
- 3. Industry

#### **II. Products & Services**

- 1. Company's products and/or services
- 2. The problem the product or service solves
- 3. The target audience with statistics.(Provide appropriate references)
- 4. Any proprietary features that give a competitive advantage

# III. Operational Plan

- 1. Production Plan
- 2. Quality control
- 3. Legal environment
- 4. Key Performance Indicators/Goals
- 5. Marketing Strategy

# IV. Management & Organization

- 1. Biographies and Roles
- 2. Advisors
- 3. Organization Chart

### V. Financial Plan

# **VI. Appendices**