**Proposal Rubric**

**Basics (25 points):**

Proposal addresses an ECE problem

Proposal was turned in on time

Proposal is one page, single-spaced, Times New Roman 12pt font

Heading is correct

Contact information is provided at the end of the memo

**Content (50 points):**

Purpose is clear and limited in scope

Background is brief and convincing

Recommendation is clear and reasonable

Risks and benefits are clearly discussed

All needed resources are explained

Summary is brief and convincing

**Language (25 points):**

Memo conforms to standard written English

\_\_\_\_\_/100 Total Score