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Instructor, OIT

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[Copyrights and Legal Notice ii](#_Toc230491923)

[Signatures iii](#_Toc230491924)

[Change Log iii](#_Toc230491925)

[1 Introduction 5](#_Toc230491926)

[1.1 Project Goal Statement 5](#_Toc230491927)

[1.2 Major Features or Objectives 6](#_Toc230491928)

[2 Customers 6](#_Toc230491929)

[3 Project Success 6](#_Toc230491930)

[4 Risk Management 6](#_Toc230491931)

[5 Technical Environment 7](#_Toc230491932)

[6 Summer Work Plan 8](#_Toc230491933)

[7 Appendix A – Glossary 8](#_Toc230491934)

# Introduction

<<In the introduction, you want to get the reader excited about this project. Why are you doing it? What is the purpose or business opportunity? What problem are you solving? What is the history of this problem or market? The introduction should also serve as an executive summary. If an executive can only read this section what do you want her to remember about your project? You may need to provide some background details in order for the audience to understand your project or your reason for proposing it. The entire introduction (All of section 1) should take between ¾ and 1 page.>>

## Project Goal Statement

<<In this section, provide a Project or Product goal statement. The goal statement should be 25 words or less in common English. In essence, it is a condensed version of your “elevator pitch”. In addition to being established in terms of the user, an effective project goal has five characteristics. The acronym SMART captures these characteristics.

* Specific
* Measurable
* Agreed-upon
* Realistic
* Time-framed

The classic goal statement was John Kennedy’s:

“First, I believe that this nation should commit itself to achieving the goal, before this decade is out, of landing a man on the Moon and returning him safely to the Earth”

Specific: send a man to the moon; return him to earth; alive; by the end of the decade

Measurable: man arrives on moon; man returns to earth; man is alive upon return; done by the end of the decade

Agreed-upon: the military, the Washington establishment; scientific community; etc.

Realistic: technology already existed; previous successful manned satellites

Time-framed: by the end of the decade[[1]](#footnote-1)>>

## Major Features, User Stories or Objectives

<<In this section, summarize the major features, user stories or objectives. Number them so that you can trace your detailed design back to this list.

At this point, you are still at the 20,000 foot level. Therefore, you may have at most five major features, objectives, or user stories. What would your customers want to see or do with a product of this type? >>

# Customers

<<Identify your most important customers and users of this project. Who is affected and who will benefit? How will they benefit? Do you have an industry sponsor or is this a work-related project? Who will be the end users? Who are the stakeholders? It is from this group of users where you will get usability feedback and project success measurements…>>

# Project Success

<<List success criteria for your project, and how to measure success. Hint: Look at your most important customer and use their success factors. You should provide a verbal description of the success measure and then a way to measure the success factor. You should have no more than three success measures. They should be easy to understand and easy to measure.

For example: You are developing a new order entry program. One of the major drivers of the project is the error rate in the existing system. So the success is measured by number of orders with errors.>>

# Risk Management

<<In this section, you will create your initial risk list.

Risk ID – A number to identify the risk. This ID number never changes.

Impact – If this challenge were to occur, how big of an impact would it have on your project? Rate the impact from 1 (least) to 10 (most).

Likelihood – How likely is this to happen? Rate the likelihood from 1 (least) to 10 (most).

Priority – Impact \* Likelihood.

Sort your table by priority and list at most 10 risks.>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Description** | **Risk Impact (1-10)** | **Risk Likelihood (1-10)** | **Risk Priority (Impact \* Likelihood)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

<< After you have listed and sorted your risks, you will then develop a plan on how to address the highest risk. This will be part of your summer work plan. This “Mitigation Plan” will include what you intend to do to prevent the risk from happening AND what you will do if it happens. In this project, you are the owner for all risks. Preventive actions are what you will do to prevent the bad thing (risk) from happening. (They may end up as tasks in the project plan in 412.) Contingent Actions are what you will do if the risk occurs. The trigger is the evidence that the risk has occurred.

Be sure to note any assumptions you are making in assessing this risk.>>

# Technical Environment

<< In this section, you describe your technical environment. Here is a description of what to put in each column

**Technical Area** – In this column describe the different high-level tools you will need to complete your project.

**Technical Tool Used** - List the technology you plan to use. For example under "Programming Language(s)" you might have Java and Flash. Use N/A for technologies that do not apply to your application.

**Where You Learned the Technology** – In this column describe where you learned or where you plan to learn this technology. Possible answers are:

1. I took a class or I am scheduled for a class summer term or I am scheduled for a class fall term.
2. I plan to read books and teach myself during the summer on this topic.

Note: All projects should have a new technical area. This is an opportunity for you to stretch your technical knowledge and learn a new technology or technical area. Your new technical area is a risk and should be included in your Top-10 risk list.

|  |  |  |
| --- | --- | --- |
| **Technical Area** | **Technical Tool Used** | **Where You Learned the Technology** |
| Programming Language(s) | (What development tools will you use?.) |  |
| Database | (Describe both the type of database and the tool you plan to use. ) |  |
| Middle Tier | (Note: All database centric applications must have a middle tier.) |  |
| Client Tier / User Interface | ( What development tools for user interface will you use? |  |
| Networking | (Use N/A if you aren’t doing a Networking centric project.) |  |
| Add any other technical components that are important to your project. | (For example:  PDA programming Artificial Intelligence) |  |
|  |  |  |

# Summer Work Plan

<<In this section, you will list the action items for research you want to complete over the summer. This will be based on your highest risk area identified in your risk table above. You may very well want to complete a “proof of concept” for those high risk areas, or develop a prototype, or take a class in order to reduce the unknown in the specific technology area, as listed above. This “Mitigation Plan” is what you intend to do to reduce or prevent the risk from happening AND what you will do if it happens – meaning, what will you do if you can’t complete your proof of concept, or your prototype demonstrates a crucial part of your project, as planned, is not feasible… >>

# Appendix A – Glossary

<<Define any terms or TLA’s (Three Letter Acronyms) required to understand this project proposal. >>

1. From the JFK Library, “Special Message to the Congress on Urgent National Needs” President John F. Kennedy

   Delivered in person before a joint session of Congress, May 25, 1961 <http://www.cs.umb.edu/jfklibrary/j052561.htm> [↑](#footnote-ref-1)