Birla Institute of Technology & Science, Pilani

Project Proposal Process Document

**Program Title : Full Stack Engineering**

**Course No*.*** : CFSE ZG571

**Course Title : Capstone Project**

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At the start of FSE capstone project the participants needs to read any relevant background references, also carry out necessary feasibility checks about the software product to be developed and to prepare a short (approximately two A4 sheets) proposal describing the objectives of your project and how you plan to meet those objectives. The proposal should provide the following information:

* Project Proposal Template
* Project team members name and BITS IDs
* Working title - the working title should be a good indication of what your project is about. The working title will be used in choosing examiners for your project. You can change the title for your final report. If you change the topic, you should change the working title to reflect this and inform the project coordinator of the change. You should only change the topic by agreement with your supervisor.
* Executive Summary - Briefly provide examiners with an overview of the project. The aim is to offer a compelling pitch so that examiners are already convinced the project is a good idea after reading the summary. The rest of the proposal offers greater detail about the key points in the executive summary.
* Project Background - This section of the proposal requires a few succinct sentences that clarify the problem your proposal is tackling. Here, it is critical to explain the current state of the problem and why your audience should care about solving it. Make sure to include references and statistics in this section.
* Aims and objectives — aims describe purpose and intention and include a description of your motivations for undertaking this particular topic. Objectives relate to the expected outcomes of the project. You should break these down into 'primary objectives' which you guarantee to achieve and 'extensions' which will only be implemented if time allows. The primary objectives should be clearly specified, but the extensions may be vaguer. Do not be afraid to specify more extensions than you will be able to implement.
* Relevance — write a short paragraph to explain how this project relates to your certificate programme.
* Resources required — it is your responsibility to make sure that the resources you need are available. Clearly mention the tech stack that will be used for this project.
* Risks - Note potential risks along with the probability of occurrence, potential impact, and plans for mitigating them if they do occur.
* Process for outline submission

This proposal is not formally assessed and should be sent directly to examiners through project coordinator.

* Project coordinator will call for the proposals three weeks before the start of capstone project.
* The team of participant (not more than 2- 3 in numbers) needs to submit the formal proposal document to the project coordinator within one week from the call for proposals.
* The project coordinator will share the project proposals with team of faculty members and seek their approval for the project, within a week from the proposals are submitted by the teams.
* If any changes or more information is asked by examiners of the proposal, the same needs to be provided by the team within two days of time.
* The decision about the acceptance or rejection of project to be announced by project coordinator at the end of two weeks from call for proposals.
* In case of rejection of the topic, the last week before the actual start of the capstone project should be used for putting up and approving the projects. In such cases, if there is some delay in start of project then it cannot be compensated by extending the project timeline.