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Writing Information Technology Project Proposal document guide.

This report describes the steps necessary to write Project Proposal, Additionally this report addresses the basic structure of the proposal and the reason which is recommended to have as structure laid out for proposals that is because it's a large and complex document and it's much easier to arrange it in pieces, so the structure of those pieces is what is covered in this report.

1.Introduction :

A project proposal is a document which specifies information concerning the objects that should be implemented or executed to achieve the required project outcome. As there are many different types of projects that entities are involved in, the format and content of the project proposal also vary from one to another; Information Technology Projects facing might face difficulties or completely fail as result of bad or inaccurate Project Proposal; in other situations, the project might be rejected as it Not convincing the decision makers to accept funding or adapting the project.

2.Terminologies / Abbreviations :

- **CFO:** area of the page which the reference or quotation that they identify or supplement ends. Located at the bottom of the page.[1]

3.Document headings:

this is the listing of headings that you should have in the proposal document and must be formatted as headings so that it's clear, the structure of the document, how it works and the reason for that is that proposals are often read discontinuously, someone will take a piece of it read, it in isolated from the others; Thus headings must indicate what the sections are because the proposal is making its way through levels of decision-making in organization so the CFO of the organization or the controller of the organization is going to be mostly interested in budget, accordingly that person might flip directly to the budget section, therefore the document must be well organized, so that person can find exactly what he or she looking for,

The following is the basic structure of the sections:

- Executive summary
- Introduction.
- Statement of the Problem.
- Objectives.
- Method or Activities.
- Resource (Human and Other).
- Schedule.
- Budget.
- Measurement.

3.1 Executive Summary:

Executive summary should be a very brief, one paragraph and less than a page, a short view of the entire proposal, it should be an abstract of all the elements the proposal and this must be written in a way so that an executive making a decision on proposal has what he or she needs to make that decision just by reading what's in the executive summary, also there should be no surprises in the rest of the proposal, the executive summary needs to be a baseline of how much something is going to cost, how long it's going to take, what problem that's going to solve, and what is the proposal will deliver, As result this must be an abstract of the entire proposal[1][2].

3.2 Introduction:

introduction provides an overview of the proposal, since the executive summary has given an overview of the entire project the introduction serves to mention what is to covered in this proposal, it shows the familiarity with the problem, positions the person or the team as the ones to solve the problem, and it locates the problem in a business or organization context that the person reading it can understand. it should be a fairly brief section, simply addresses what the reader will find in this document.

3.3 Statement of the Problem:

statement of the problem or opportunity, and this is a really critical key section of the proposal since this section is demonstrating understanding of the problem or the magnitude of

the problem, establishing credibility to deal with problems or to address the problems or opportunity; As result this section is actually about positioning the organization as an authority on the problem or opportunity and getting buy-in from your reader that this is a problem that needs to be solved or an opportunity that must be pursued[3].

3.4 Objectives:

the objectives detailing the solutions to the problems, it answers the question - what does the solved problem look like? the section must be as specific as possible, in this section should provide metrics if it addressing a new service or product to the market; If it proposing something which will make the company or organization more efficient, then it must show how much more efficient will it be? in percentage of increase in sales or percentage decrease in expenses or a number of hours saved in a particular process, Therefore, it must be specific and as quantitative as it can, because what is established in this section as metrics should be pick up in the last section proposal “measurement section”, thus the numbers in this section are needed to show surely and precisely what the solution will deliver after the establishment of objectives[3][4].

3.5 Method or Activities:

This section addresses how the problem is going to be solved the problem, how to get to the objectives that have been stated, thus it is a must to propose exactly what is wanted to do, what the project looks like, and should be detailed plan for delivering on the solution that it has been outlined so far; it might be necessary to include some research result, additionally it should address alternative solutions that could solve the problem, example: if proposing solution A, then introducing all three ways (A, B, C) and via explaining why solution A is the best way to solve the problem, because B and C fall short in this particular area; Convincing reader that you have thought carefully about all the alternatives, but in the proposed solution is the single best path forward that is to be believed that will solve the problem, and this section the method or activities section becomes your implementation plan, this is what you will deliver if the decision maker accepted[5][6].

3.6 Resource:

This section contains resources which could be human resources (the people you will need to work on the project), also can be computers, it can be capital resources, it can be a whole range of things, and anything that will be needed in order to fulfill the proposed project; It is also where the management structure of the project is addressed, how would be, who is going to take the lead in managing the project as it is implemented[7].

3.7 Schedule:

This section should run through the schedule, it might be very detailed if it is proposing to build a new Health Information System, and it could be less detailed if it is proposing to implement a new way to redesign mobile application, so the scope of section will depend on the scope of the project, It must have a realistic timeline for implementing, and the schedule is sort of a thumbnail sketch that can flip to the schedule which will be exactly what's going to happen throughout the entire project, it's extremely important to clarify the milestones since it's the main concern for the decision makers[4].

3.8 Budget:

This section contains in another word a quantitative abstract of the proposal, everything is planned to do has a cost, and every cost needs to be reflected in the budget, so budget needs to reflect the real cost of all the things are undertaken in the course of the proposal, and this section provides the best estimate of how project funds will be spent for your first design, so there should be nothing in the proposal that isn't reflected as a line item in the budget, and this can be a spreadsheet, it can be a list[3][4].

3.9 Measurement:

This section contains of the metrics to measure that what is established in the objectives section, and it must show how to measure progress, it's very important to show the decision-makers who are going to approve this proposal how to know that the project solved the problem, and this can be money, it can be time, it can be whatever other efficiencies. if the project promise to increased customer satisfaction or increase application usability, then the section shall present how it is going to measure that, maybe via surveying customers before and after, so everything that the project is going to deliver, the proposal need to have a way to measure and how it's going to make that measurement happen[7].

CONCLUSION

Project Proposals are the key of success for each project, therefore it is highly recommended to focus on the Project Proposal and keep intention to the content and the format since it is the start point for the whole project.

References:

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