AMOD-5610/5620H Project Proposal Requirements

Proposal Content

- Introduction (about 1 page)
    - In general, any document should have an introduction (or overview).
    - It should:
        - clearly state the project objective
        - describe the solution approach
        - discuss why the study is being done
        - describe the structure of the remaining document
    - It should be broad, and setup up the rest of the document that provides the detail.
    - It sets the tone for the entire report.
    - It (and the conclusion) may be the only thing that much of your audience reads.
    - By writing it early, it becomes guidance for you to stay on track of the Big Picture.
    - In a small report (a few pages), the literature review may be part of the Introduction.
        - (This is not the case for the progress report)
    - Trent University Academic Skills - Writing an Introduction
- Literature Review (1 - 2 pages)
    - Review of the academic work that is relevant to your topic.
    - Should stick to peer reviewed academic work, particularly academic articles and textbooks.
    - Choose a citation method and stick to it. Refer to:
        - Trent University Academic Skills - What to Cite and How to Cite It
        - How to Cite References: IEEE Documentation Style
- Data Set (½ - 1 page)
    - Provide an overview of your data set
    - Describe attributes, format, size.
    - Assumptions about parameter
- Methodology (½ - 1 page)
    - Discussion of method that will be used.
    - Why did you choose this method?
    - What other options would be available in your situation and why not use those?
- Work Break Down Structure (1 - 2 pages)
    - A Gantt chart, as described in lecture.
    - Pay attention to the formatting:
        - It must be readable
        - Its font should match the main document, but may be slightly smaller (e.g., 10pt)
        - How do you make a large Gantt chart that breaks across pages readable?

Formatting

- Structure:
  - Title page
  - Table of contents
  - Main document:
    - Introduction
    - Literature Review
    - Data Set
    - Methodology
    - Work Break Down Structure
  - References
  - Appendices (if used)
- Overall text: 12 pt font, 1 column, double spaced
- Tables and figures:
  - Tables and figures must be referred to in the document
  - In general, fit your figures so that they are readable
    - Use to the text width of the document if it makes sense
  - Keep your font type and size consistent throughout the document
    - The size may be slightly smaller than the main document (10pt)
    - (yes this means you might have to do a lot of post editing)
  - Have a caption:
    - "Table" / "Figure" #: Description
    - e.g.: Figure 3: Some kind of widget
    - If you are using a figure that you didn't create you must reference it.
      - Do this in the caption
      - e.g., Figure 4: Dilbert's Model of Slacking Off [27].
  - Use colour, line types and line weight sensibly.
  - **Format your figures to be readable!**
  - Here is a great reference regarding graphs in science:
    - Designing Science Graphs for Data Analysis and Presentation: The Bad, the Good and the Better
- Important sources:
  - Trent University Academic Skills - How to Guides
  - Trent University Academic Skills - Writing Science
  - Trent University Academic Skills - Avoiding Plagiarism