**Session 01 Assignment**

This assignment is to create a project proposal for the course project case.

Project Proposal contents:

1. Project name and acronym
2. Project sponsor
3. Problem definition including quantification of business impact
4. Technical approach to solving the problem
   1. Business solution
   2. Technical solution
5. High level requirements and/or standards
   1. Functional requirements
   2. Non-functional requirements
6. Summary schedule with milestones
7. Summary cost information
8. High level assumptions and expectations
9. Project organization and team members (including PM and EOC) – make up names and titles of members
10. Other information such as milestones with approximate dates

Here are some hints for the project proposal:

* Technical approach - Answer the question of how the dashboard is built. Consider internal resources, consultants, and/or both.  Are you going to buy software or use existing software?
* High Level Standards/requirements - Recall the case and some of the comments by key stakeholders. Also, who can access the dashboard?
* Summary Schedule - Guesstimate how long the project will take. If you agree with the CFO and it is 6 months.  What are the major tasks that have to be done over the time frame?
* Cost - Estimate the number of people over the time frame times a (hourly or daily) cost factor.  Include any other costs.
* Organization - Review what the case says about the project organization. Who is on the project team? EOC?

***Formatting:****Create as a Word document and submit as a PDF document, combining all supporting documents (Word, Excel …).  Use Calibri font and 11 pt. type size.  If you include material from other sources, be careful to use the sixth edition American Psychological Association (APA) document style.  Keep in mind that the quality of your writing, as well as the sophistication and detail of your content, is assessed.  Be careful to use correct grammar, punctuation, and spelling.*