



İSTANBUL TECHNICAL UNIVERSITY
Department of Computer Engineering

BLG374E – Technical Communications for Engineers – Spring 2015

Group Assignment: Project Proposal

Assignment Due Date: 14 – March – 2015 (Saturday) 11:59pm

PROPOSAL

The assignment

This is a group assignment, to be tackled in **groups of 2-3**. A basic task plan should be submitted by the group a week before the assignment is due (the template will be published). **There will be no in-class peer-review.**

This assignment is to **write a proposal**.

The aim is to *propose a project* involving a series of experiments that will be the subject of your progress report, final report and of your presentation. That is, you will propose an experimental project.

The proposal should be written in the format of a formal letter as if you are sending to a sponsoring community organisation an unsolicited proposal to conduct research within the remit of the organisation.

Regarding the topic of the proposal, you can choose between one of the topic options below.

TOPIC OPTION 1:

Experiments characterising/measuring the *usability* of one or more open-source software tools in the area of one of:

1. Video editing tools (e.g. kdenlive).
2. 3D modelling tools (e.g. blender).
3. Home accounting tools (e.g. GNUCash).
4. Image manipulation tools (e.g. GIMP).

TOPIC OPTION 2:

Write a proposal for a project on a topic of your choosing. The project must involve experimentation or other kind of quantitative and qualitative data-collection that can form the basis of a later report.

Submission policy

- Only electronic submissions through **Ninova** will be accepted.
- Late submissions or those submitted otherwise than according to instructions will not be accepted.
- Every group member should submit the same document.
- Submit:
 - In a **PDF** file: The project proposal.
 - This should be the same between all team members.
 - In an **XLS/ODS** file: A completed team task evaluation form.
 - This should be filled out separately by each team member.
 - A template will be supplied.
- Submit in **English**.
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.

Format

The proposal should be in the form of a formal (business) letter. It should be single-spaced with 11pt font. Margins should be approximately 2cm on all sides. Titles should not exceed 16pt font (and may be smaller). Full student names and IDs should be provided in the sender part of the letter. The letter should have a running header with page number, date, and subject.

Grading policy

Formal letter format:

- Header: Sender, receiver address, date.
- Appropriate form of addressing (saluting) the recipient.
- Subject line.
- Appropriate sign-off.

Content:

- Context of proposal.
- Purpose of proposal.
- Proposal summary statement.
- Introduction contains outline.
- Problem statement.
- Background.
 - e.g. usability & this kind of software.
 - Relevant literature.
- Scope specified.
- Outcomes specified.
- Value of project argued.
- Methods:
 - Experiments detailed (2 or more).
 - Criteria for evaluating software detailed.
- How project progress will be monitored specified.
- Schedule including work packages.
 - Any graphical presentation: Gantt chart, RACI analysis or other.
- Conclusion.

Format:

- Follows format requirements.

Bonus marks:

- Extra thought.
- Design with impact.
- Unique observations.
- Wit.

Deductions:

- Spelling errors.
- Messiness / lack of proofreading.
- Poor knowledge of topic / what is to be done.

More information: See the slides or chapters 4 and 5 of the textbook.