PROPOSAL & PROJECT PLAN ASSIGNMENT (12%)

Length: no hard length limit; each section should be as detailed as possible
Style: IEEE + Clear visual organization with use of headings detailed in this assignment
Submit: one .pdf document in Moodle dropbox (Due date is in course schedule and dropbox)

Overview: This written proposal and project plan is the first of several collaborative assignments that culminate with the completion of the Course Project. It is also the guiding document for the successful and timely completion of the Course Project.

Contents: For this assignment you will detail the desired project topic (the proposal) as well as follow a specified assignment format to outline a methodology and timeline for completion (the project plan).

Proposal: The purpose of this proposal is to persuade me to approve your proposed research topic by showing that the topic is complex enough to fulfil the minimum requirements of the course project (i.e. ~1000 words per team member) and to sustain your team's interest for the remainder of term.

Project Plan: The project plan portion of the assignment establishes your team as organized, capable of collecting the information required to successfully complete the project, and detail-oriented in your project planning.

INCLUDE THESE PARTS

First, open with a clear and concise statement of purpose that requests approval to investigate the proposed topic. Follow with the headings and content listed below:

Executive Summary
An executive summary, sometimes called an abstract, provides a brief summary of the key details of the document.

Statement of Problem
This section should provide information about your proposed topic. Explain in detail exactly what technical topic you intend to research and analyze, and provide a discussion of the importance and usefulness of the topic. This section should be **no shorter than 300 words** (and probably a lot more).

Objectives
List a set of clear objectives your research will accomplish.

Audience
You must identify the intended readership of your technical research report. Describe the reader(s) in detail and provide an estimate of their needs and expectation in relation to your topic. Explain how your proposed plans will meet these criteria.

Management Plan
Regardless of the format in which you wish to complete a management plan, please include the points listed on the next page:

Individual team members' skills

Each team member must produce a list of at least 4 strengths that will aid in the successful completion of the project. Teams should review these lists while assigning project tasks and responsibilities.

Team charter

This is the contract you make with one another for the duration of this project. The team charter details information such as when and where meetings will occur and how frequently, how communication within the team will occur, what kinds of professional behaviours are expected of team members, how conflict will be resolved, etc.

Work breakdown structure

A detailed breakdown of who will be responsible for what project duties (and don't forget to include things like who will store master files and who will upload assignments to Moodle for grading).

Detailed project schedule

Provide a detailed schedule that includes all external deadlines (those set by me) and internal deadlines (those set by you). Remember that you'll need to think not only about course project deadlines, but also all of those required by the other scaffolded assignments (i.e. annotated bibliography, progress report, etc.).

Other

Use this **optional** section to note any potential obstacles you think you might encounter (i.e. difficulty finding appropriate research sources), and offer strategies for overcoming them.

Conclusion

You should treat the conclusion as a final opportunity to convince me that your proposed research topic is worthy and your approach workable.

References

List three to five key references on your topic to show that you have undertaken the research required to educate yourselves about your proposed topic. Your list must follow IEEE style.

Note: these references are meant to show that you have done some preliminary research. You are not bound to these sources for the final report.