

Suggested Proposal Guidelines

Each project group will submit a 5 to 7-page document (not including title page) with a detailed proposal and statement of work (SoW). This document, which will reside in your project repository, will act as a reference for both the team and client to provide clarity on the work that was agreed upon. The process is to be a collaborative effort between the team and client and is expected to take a significant period of time during the first week of the course.

The proposal describes the high-level aspects of the project. It should outline the goals and requirements that constitute a “successful project”. This should be a compact, easy to digest summary describing the problem(s) and the areas and directions that the team will take towards solving the problem(s).

The SoW provides the details of the specific tasks, activities, deliverables, and timelines for completing the project. Your SoW should include a timeline or simple Gantt chart which summarizes the indented project schedule and the roles and responsibilities of each team member. While you will not have a complete idea of how you will solve the problem conclusively your SoW should set up the expectations for the project and include the intended deliverables as a starting point for the project.

Your proposal should include (but is not limited to):

- Introduction:
 - A high-level introduction to the problem.
 - Motivation and purpose
 - Background research on what has been done in this area; you should be referencing at least 2 peer reviewed works in this literature review
- Aims and Objectives:
 - The research questions being investigated
 - Details (tools, methods, techniques, etc.) on how you intend to solve the problem
- Dataset:
 - Describe the data and include any interesting features
 - What steps need to be taken to prepare the data for analysis (eg. Data cleaning)
- Deliverables and Schedule/Timeline
 - Assemble an outline for your project with as much detail as possible.
 - A project timeline or Gantt chart that assigns the project tasks (eg. model verification, data cleaning), deliverables (eg. dashboard, web applications, final report to client), to specific periods of time.
 - Explain each team member’s role and responsibilities
- Style
 - Is the document well organized and well-written?

We will be referencing the document regularly to ensure your project maintains its desired trajectory.