

# Proposal for Semester Project

**Due Date: check myTCC in the assignments link**

Select an IT/software project to develop this semester. This project **must** be created for someone other than yourself, however exceptions are handled on a case by case basis. Choose a small business, a non-profit organization or group, a school, a hospital. The project may be developed for your employer. You may work in groups.

Create a printed (use Word) report describing your project. Please use complete sentences and develop this proposal in paragraph format. This report is a professional document.

## **Include the following:**

1. A cover sheet containing Name of your system, your name, class time, title of report (Project Proposal) and class number (ITSE 1450), current date. If you are working in a team, team member's names will be listed here too.
2. The name of the company, business, organization or group for whom you will be developing the software.
3. The name of the contact person or persons.
4. A full description of the problem to be addressed or solved.
5. Who will be working on this project. List all the team members, if you choose to work in teams. If not, just list your name.
6. List what software or programming language you plan to use to solve this problem.
7. Provide a general description of how you plan to solve this problem.
8. Describe how this software will benefit the company, group, organization etc.
9. Answer the factor questions, these factors are listed in the assignment on myTCC.
10. Specify any constraints or restrictions on the project.
11. Determine the scope of the project, what will be done now and what could be done later (in updates, enhancements, new releases).
12. Include the date you plan to interview your user.
13. Include estimates of time involved & approximate cost (man hours and cost per man hour)
14. Include any additional information that may be important to this project.
15. Include the amount of time it took to write this proposal.
16. Develop a method to record the time involved in developing the proposal. This can be done with Excel or in a word processor. We will continue to track the time involved in developing the project all semester.
17. Upload your file to the Lab 1 assignment. If you are working in a team, all members must

upload a copy of this document.