

## **Project Title**

A title that describes your project. It will be used in all documentation and communications. The title shall indicate what the project is. Branding is not required and will not be accepted if the reader cannot tell what the project is.

## **Project Summary**

Also referred to as an 'Abstract'. A very brief description of the proposed project that contains enough information so the reader can decide if they should take closer look. This summary should be one or, rarely, two paragraphs that can stand alone.

Be careful not to include a specific implementation unless it will be a user requirement.

## **Project User(s), Problem Definition, Outcomes, and Features**

This is a detailed description of the project at the user level. It includes a problem definition that identifies the intended user(s), or 'customer', and the needs of the intended user.

Based on these needs, describe a list of features that solve the defined problem and achieve the desired outcomes. Include a rationale for the feature and a comparison of competing or similar product features and how yours differs.

Again, avoid describing specific implementations unless it will be a user requirement.

## **Project Risks**

Identify the risks involved in your project selection along with methods to mitigate risks and potential rewards for each risk. For example, how does your background help mitigate risks?

## **Design Considerations and Responsibilities**

Identify the impact that public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors will have on your design. Include any ethical and professional responsibilities based on these factors.

## **Bibliography**

Include citations for the literature used in the proposal.