# **Project Proposal**

## **Client profile**

a. Describe the Industry Partner’s core business OR Describe the Academic’s research focus.

b. Describe the Industry Partner’s place in the global market and how that is evolving in the current techno-socio-economic climate OR Describe the Academic’s work within the context of the field and how it is contributing to advancement of knowledge.

c. Describe the area of the Industry Partner’s business where the project is focusing OR Describe the specific area of research within the Academic’s group you are focusing on.

d. Describe a description of the techno-socio-economic impact of the project topic and how it has evolved over the last 10 years, and, what the trends for the next 10 years will look like.

e. Describe the overall challenges faced by the Industry Partner or Academic in the area that the problem is based with respect to the above points. Identigy where your project will contribute.

## **Problem definitions**

a. Existing Information: Basic context of the problem describing the current landscape, the current problem as described by the Industry Partner or Academic, the constraints on the solution, and, summary of background literature or existing options.

b. Industry Partner or Academic Needs: In this section the problem becomes well defined. This means a full description of the need of the Industry Partner or Academic. What is the actual problem? What are the constraints on the solution (technological, cost, material, social, environmental)? What is the definition of a finished project (output)?

c. Organisation Standards: What are the policies and procedures of the client that you must adhere to? What confidentiality, data storage, HSE, ethics, etc.?

d. External Standards: What official or field standards will your project have to comply with?

e. Focused Examination of Literature: This is the existing pertinent literature for the project. This is a literature review that looks at the main background of knowledge that exists. Identifies the gap in knowledge and discusses approaches to that gap based on existing techniques.

## **Milestones and deliverables**

a. Describe the methodology to approaching the problem based on information in the Problem Definition.

b. Identify Milestones. These are significant parts of the task that need to be completed. Milestones are change in stage of the project.

c. Tasks required to be completed in order to achieve the milestone.

d. The resources needed to achieve the tasks including time, expertise, physical equipment

e. Gantt chart of milestones and tasks.

## **Communication**

a. Develop a plan for communicating with your client and supervisor.

b. Define what items will be submitted when and to whom for review and assessment.

c. Define an escalation matrix of communication channels including supervisor, client, and UC. Define expected method of communication. Similar to one on Blackboard ‘Getting Started’ page.