Guidelines for preparing the feasibility presentation and the written proposal

Things to include

- Title
- Group members, Supervisor/s, External collaborator/s
- The problem statement
- Primary objectives
- Scope: how the primary objectives are planned to achieve
- Review of literature including alternative methodologies to achieve objectives
 - o Use the IEEE citation style (http://www.ieee.org/documents/ieeecitationref.pdf)
- Critical evaluation of alternative strategies/methodologies in terms of engineering principles, financial and social aspects.
- Include a block diagram/flow charts etc. to show the basic architecture of the project
- Will the end solution be unique? If so, what are the benefits?
- Who are the potential customers/beneficiaries of your final outcome? National/international importance of this project?
- What are the risk factors associated with the project (financial/technical/sustainability etc.)? How would you plan to overcome if these risks occur?
- What are the resource requirements to implement proposed methodologies?
- Include a budget for the project and explain how you plan to fund it
- Task delegation among group members
- A realistic timeline for the project
- If the project is industry related and externally funded, include the following information:
 - o An approval for the project from the organization stating exact expectations (note that the review panel will assess the scope and might suggest modifications so that the project fits to the status of a FYP)
 - o Name and contact information of the collaborator from the external organization.

Additional Notes:

- The literature review is an essential and critical component of the written project proposal which looks at previous knowledge on the area of interest. If not presented with a greater depth, your marks will get penalised.
- Discuss and get constant feedback from the supervisor when preparing the presentation and the written proposal.
- With further modifications/additions, this document will be very helpful in writing the final project report (towards the end of semester 8), e.g. Introduction, literature review, etc.

	Evaluation scheme for the proposal presentation	Contribution
	Understanding of the real-world problem to be solved using the technologies	
1	learnt during the undergraduate career	10%
	The extent to which alternative methods used in similar studies have been	
2	studies	25%
3	Justification of the use of selected methods over alternatives	10%
	Uniqueness of the end solution? What are the benefits? National/international	
4	importance of this project	10%
	Identification of possible risk factors/obstacles while doing the project and	
5	probable solutions	10%
6	Identification of resource requirements, budget and how to fund?	10%
7	Is the task delegation fair?	
8	Is the timeline realistic and achievable?	
	Presentation of the basic architecture of the project (block diagram/flow	
9	charts etc.)	
10	Is the complexity of the project sufficient?	
11	Overall quality of defending the proposal	25%
		100%
	Evaluation scheme for the written proposal	Contribution
	Comprehensiveness of the literature review	30%
	Critical evaluation of selected methods over alternatives	25%
3	Formatting	15%
4	Referencing (IEEE style)	15%
5	Flow and the overall content of the report	15%