**University of Ottawa**

**Project Proposal – 3D-EMR**

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# Introduction

## Document purpose

The purpose of this document is to present a proposal for the project idea developed by the 3D-ERM Group. The document will also provides

## Document Scope

[Explain how the document is organized. Give the readers a short summary of the contents of the following chapters.]s

## Acronyms, Terms and Definitions

[Define all of the technical terms and abbreviations used in this document and lists them in alphabetical order.]

|  |  |
| --- | --- |
| **Terms, acronyms, abbreviations** | **Definitions** |
|  |  |

Table : Table of Definitions, Acronyms and Terms

## References

[Lists all documents referenced elsewhere in this documentation with a complete bibliography : author, title, date, publisher.]

## Limitations, Issues and Concerns

### Change of information

The information in this document is for informational purposes and may change at the sole discretion of CEG4912-13 without notice.

### Confidential Information

This documentation contains confidential regarding ProductNameTM design specification information and is purely intended for \_\_\_ and not for release/disclosure in whole or in part to any other party unless agreed upon in writing by CEG4912-13, Inc.

### Third Party Confidentiality Restriction

[Describe any third party confidentiality restrictions such as NDA’s etc. References to such restrictions suffice.]

# General Project Description

## Objective

[This paragraph provides the main objective of the project. Ideally there should be one main objective clearly stated as to provide focus on the main mandate of the project. Other peripheral objectives may be mentioned as long as they do not obscure the main project objective.]

## Project Stages

[This section lists and describes each stage of the project. This section should not list a detailed step by step description of the tasks involved; instead it should reference such sources where necessary. Examples of such sources are: documents, spreadsheets, and project management systems specifically dealing with this aspect of project management.

The stages described herein are from the perspective of processes high level processes such as external interactions, internal interactions, approvals, starting-points, checkpoints, end-points. This section provides a high level “road-map” giving the direction of the project.]

## Clients

[This section gives a simple listing of the clients being satisfied by this project. Their background information should be given as well as their main interest in this project.]

## Participants

[The types of people which will participate in this project should be mentioned along with their involvement in the project. The table below lists such an example.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Person** | **Org.** | **Contact** | **Role** | **Contribution** | **CEG4912-13 Liaison** |
|  |  |  |  |  |  |

Table : Project Participants

## Market Space and Industry Sector

[A description of the market space(s) and industry sector(s) served for this project.]

## Technologies Involved

[Here a listing will be provided to indicate the type of hardware software and technology sectors involved in this project.]

### Hardware

[This section lists the expected computer hardware on which the end product or services to be delivered by this project will reside and execute.]

### Software

[This section lists the expected kind or instance of software encompassed by the end product or services to be delivered by this project.]

## Deliverables

[The project deliverables state what the project customer will receive as a result of project completion. The statement of work is built on these deliverables.]

# Project Management

## Protocols and Procedures

[The protocols and procedures to follow for the execution of this project must be listed here.]

## Dates and Milestones

[The internal deadlines and milestones of this project must be listed here. These will be calculated by the project manager(s) based on deliverables and deadlines set in the SOW as well as expected completion dates for the deliverables by engineering and development teams.]

|  |  |
| --- | --- |
| **Date** | **Milestone** |
|  |  |

Table : Dates and Milestones

## Tasks and Time Lines

[Typically this section simply cross references documents, spreadsheets, and project management systems specifically dealing with this aspect of project management.]

|  |  |
| --- | --- |
| **Task** | **Duration**  **(man-days)** |
| **TOTAL** | **0** |

Table : Tasks and Timelines

## Work Force

[Typically this section simply cross references documents, spreadsheets, and project management systems specifically dealing with this aspect of project management.]