Objective – 1-2 paragraphs

Theory section

Solution – 1-2 pages

Work packages

How long?

What materials?

What is the outcome?

SWOT – strengths, weaknesses, opportunities, threats

Strengths – what do we have here that allow this project to go well, i.e. Kianoosh, my skills

Weaknesses – things we’re lacking, i.e. my skills

Opportunities – things that might help the project that might come externally, like you could work together on something – but there might not be any in this case. Could also be where to go next with the project

Threats – things that might screw the whole thing up