**Project Guidelines for proposal writing**

1. First Page - Cover page containing the title of the project, full names of students, course info

2. Second Page - Table of contents with page numbers (2nd page)

Sample Sections (recommended)

3. Third Page - Executive Summary (not more than 1 page, must contain proposal summary (including budget and timeline in a line or two);

Fourth Page and on wards:

4. Problem Statement (keep it short – 1 paragraph max.)

5. Background (company/stakeholder info and impact) and significance

6. Project description (cloud computing/software/web/database development etc.)

7. Methodology: Detail design with requirement analysis and planning and approach (Traditional Project Management or Agile or sprint/scrum etc.)

8. Project Deliverables (final product with features/functionality and ownership)

9. Team introduction (brief experience/background of each member)

10. Technical design – business rules/ERD/UML/Use case diagram/DFD/design pattern etc.

This is the most important part- if your project is on web development, then all the wireframes need to be supplied. You may use tools such as app.diagrams.net, figma.com etc. If your project is on database development, then ERD or business rules or schema design etc. are required. Nonetheless, Data flow Diagram or system architecture is required for cloud or any app development related project etc.

11. Clear WBS/RBS/Gant chart etc. you must follow Humber Summer 2023 calendar for the timeline– Very important section

12. Burndown chart (Optional section)

13. Project backlog - clear user stories are required. You should do 2 weeks sprint deliverables. Step 11 could be combined or mapped for this section or as you see fit. You must put the team member’s name who is responsible for each task with the timeline or Sprint no. You may prioritize tasks, some tasks could be optional time permitting. – This section is Important.

14. Cost analysis (include software license/cloud computing platform cost etc.). If there is no cost associated, then state the reasons such as usage of open source tools such as Cyclic/Heroku/Aws learning academy etc.

15. Risk analysis (identify severity of each risk and mitigation strategies) - Important

16. Stakeholder feedback / Product Testing

17. Benchmarking (quantitative/qualitative analysis etc.) if proposed

18. Ethical practice if any

19. Delimitations/Limitations of the project

20. Conclusion (how to ensure success)

21. Reference (must be in APA format, all references must be referred in the proposal using APA format. You must not have any reference without referred in writing.)

22. Appendix: you must research and write the learning materials/tutorials/documentation necessary to go through for the implementation of the project. This section is mandatory if you claim not be the expert of the tools/languages to be used for the project. Refer to official documentation of the tools/frameworks. There must not be any confusion mode once the implementation starts next term. If your client is non-technical and you have the leverage to suggest the tools to be used and your project is web related, then I suggest you use AWS amplify Studio with React. Part of the requirements is that you learn and apply the knowledge, since the Capstone Project is not a traditional course.

Size: Maximum 15 pages including everything with font style: Times New Roman, font size: 12 single spaced. Use appropriate margin. Note: text tense should be mostly in future or in present tense.

Figure and Table: You must have title/caption and figure number for each table and image. These must be referred and explained in writing.

Due dates: (A). Final Proposal report due on Monday, Week 14 by 11:30pm. This is worth 25%. Only group leader needs to upload. (B). Peer evaluation is due immediately after Presentation. This is worth 2%. Each student should submit peer evaluation. (C). Sections such as Problem statement, Methodology, Project deliverables, WBS etc. are due on Monday Week 12 by 11:30pm. This is worth 13%. Only group leader needs to upload.