**Guideline for System/Project Proposal**

**Schedule:**

* **September 25 Tuesday: Proposal Presentation**

**During the week of September 17th, no later than September 21th Tuesday**, the team leader should meet with the professor with a draft of the proposal and project plan. The team leader should make an appointment to schedule the meeting.

**Minimal Requirements**

* See outcome (b) for requirements of the written part.
* See outcome (f) for requirements of the presentation part.
* See the template for system proposal.

**Grading:**

* 50% of grade based on group evaluation
* 50% of grade based on individual evaluation
* The team leader is responsible for putting together sections of the proposal written by members.

**Proposal Presentation (Video recorded and evaluated)**

* The team presents using PowerPoint
* The team has 20 - 25 minutes. Each member should present some part of the proposal.
* Try to distribute time as evenly as possible among team members. Each member should present for ***at least 3 minutes***. Otherwise, your individual presentation grade will be significantly lowered (receive at most 70% of the grade).
* **NOTE**: Assumed audience is a group of persons who are interested in the volunteer management system.
* Dress code: *Professional*
* Please refer to “outcome-f” for more presentation requirements.

**Turn-in:**

* The proposal should be written using MS Word or compatible software. Filename: *TeamName*.doc(x) You may choose your team name.
* Turn in the PowerPoint used at the presentation: *TeamName.ppt*(x)
* The project plan written using MS Project: *TeamName.mpp*(x)*.*
* The **team leader** should submit three files via D2L (Project page)

**Appendix A:**

1. **Software Requirements Specification Template**

* A separate template “srs\_template.doc” is provided (see D2L).

1. **Project Plan using MS Project** (*Plan what to do to the best of your knowledge at this moment*)