1 Purpose

The project proposal is meant to introduce the project that you will construct over the course of the next year. The proposal should be written in such a way that it can be understood by a person not familiar with the project (e.g., the project coordinator). At the most basic level, every project is trying to build an engineering solution to a problem. The project proposal should describe this problem and your plan to implement a solution.

2 Proposal Contents & Guidelines

A typical proposal is 3-4 pages in length, and contains:

1. The title of the project, the names and student numbers of your team, and your supervisor's name

2. A brief background of the project and a description of the problem to be solved

3. A clear statement of the project objectives

4. A brief description of what you are going to do (and what you will not do)

5. A description of the method(s) you are going to use in solving the problem

6. A breakdown of the primary tasks for which each team member will be responsible

7. A proposed timetable for completion of the project including major intermediate milestones

8. A brief discussion of the anticipated costs of the project (if appropriate)

9. A short description of the potential benefits and feasibility of the project

10. A list of references (in an appropriate format)

In addition, each student should write a brief paragraph that justifies why this project is suitable for their course of study. For example, a student in the Software Engineering program should justify why the tasks for which they are responsible have suitable components of Software Engineering within them.

Other Notes

- Ensure that your proposal is written using *formal* and *professional* language.

- The proposal should be expressed in terms of requirements that are *implementation-independent*.

- Ensure that you are able to describe what the project is about in your own words. **Do not submit the project description as your proposal!**

- Prepare a methodical breakdown or sequence of steps that represents your plan for performing your work. The proposal structure described above is meant to facilitate this process.

- Ensure that your project timeline is feasible. Consider the other courses that you are taking and your competing responsibilities, so that you will be able to meet your deadlines.

- Gantt charts are often helpful for describing the project timeline.

Important The project proposal will be read and graded by the project supervisor. The project supervisor will be looking for the above mentioned details when considering the grade, so please ensure that your proposal contains all of the required information in a clear and concise manner.

3   Resources

You are encouraged to check out `http://robotag.engsoc.carleton.ca/resources/reports/project_proposal.shtml` for additional advice on writing project proposals.

4   Due Date & Submission

Due Date	:	Monday, September 30, 2019; 12:00PM (Noon)
Submission	:	Online

Every team will submit one copy the project proposal. Please remember to ***include a separate page*** with a detailed summary of the contributions of each team member. This page ***must be signed by all team members*** to indicate that they have seen, and agree with, the contents and contributions.