Project Proposal

Cover Sheet

Executive Summary

Project Background

* What is the problem your project addresses?
* What is already known about this problem?
* Who has addressed this problem before/what research is there?
* Why is past research insufficient at addressing this problem?

Stakeholders

Solution – Most Viable Product – Version 1

Some items to include are:

* Your vision statement for the project
* Your project schedule, including important milestones
* Project team roles and responsibilities
* A risk register showing how you’ll mitigate risk
* The project deliverables
* Reporting tools you’ll use throughout the project

Solution – Most Viable Product – Version 2

Deliverables and Success Criteria

* Project Timeline
* Deliverables
  + Solution Design Document
  + Iteration Proof (via Minutes?)

Required Resources

* Project Budget
* Breakdown of Costs
* Resource Allocation Plan

Conclusion

Appendix

* Minutes of Meetings
* Link to Github
* References