

This is part of your midterm grade.

NO LATE SUBMISSIONS are accepted.

Plan to provide a draft to your corporate sponsor/mentor and faculty advisor, at least one week before the deadline

The attached files are project proposal templates (consider these as a guideline).

Please **feel free to modify** or change it as **you, your team, company sponsor/mentor and faculty advisor** consider appropriate.

The required sections of the proposal are:

- 1) ABSTRACT
- 2) COMMUNICATION PLAN
- 3) TRACKING PLAN
- 4) RISK ANALYSIS
- 5) PERFORMANCE METRICS
- 6) SIGNATURES PAGE

Remember: **complete the last page providing the printed names, and ask each team member, the company sponsor/mentor, and supervisor to read and approve, by signing the last page of the proposal.** Replace "print name team member x" with the name of the person whose signature is on top.

Submit a **soft copy(word/pdf file) of the fully signed document on elearning before the deadline(March 4th, 4PM),**

Digital signatures (adobe/DocuSign) are accepted.

Do not forget to include the signatures of all team members, company mentor, and faculty advisor.

One submission per team! (i.e. only one team member needs to submit the document)