

# 4495 Proposal Template

## 4495 Project Proposal – ONE JOINT PROPOSAL PER PROJECT

Save File as **FirstNameLastInitial\_Proposal.pdf**. Here the name of the student is yourself if working alone or your team lead if working in a team. (e.g., JohnS\_Proposal.pdf if you are John Smith working alone or if John Smith is your team lead).

Team Lead: If you are working in a team, assign one person as the team lead who will be responsible for submitting your joint work (e.g., Proposal, Final Report, Midterm Report etc.). Note that progress reports are individual submissions.

Prepare your report professionally. Your English writing skill and the structure/composition of the report is part of the marking. The length of your **proposal** should be **at least 6 pages** excluding the title page. The report should contain the following:

- **Title Page**
  - Provide a concise and descriptive title that reflects the topic and scope of your research.
  - The title must be specific, not too general, e.g., virtual reality, predicting sales, etc.
  - Include the team members' full name and student ID.
  - Include the course and section number.
  - Clearly state the **Team Lead** (responsible for all join submissions in the project)
- **Introduction**
  - Introducing the domain, an overview of the background, and context of the research
  - Framing the problem (what questions do you want to address in your research and why they are important)
  - Summarize the relevant literature and research that has been conducted on the topic. Highlight the existing knowledge gaps or limitations that your research aims to address.
  - Developing initial hypotheses, assumptions, and potential benefit of your research
- **Proposed Research Project**
  - Describe the research design, objectives, methodology and its justification – justification could be based on the literature review of past similar studies or your insight and knowledge from the courses you have taken.
  - Provide details on the data collection methods, sample size, data analysis techniques, and any other relevant research procedures.
  - Identify the technologies you will be using. Must have at least the following:
    - Operating System or platform
    - Programming language(s)/Scripting or framework
    - Database
    - Front-end and backend
  - Expected Results: Describe the expected outcomes and results of your research. Discuss how your research findings will contribute to practical applications.
- **Riipen External Partners or affiliates:** If you have chosen and have been approved for a Riipen project, then you need to specify who the Riipen Contact/Company affiliate is for your project.

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- **Project Planning and Timeline**
  - Provide a timeline or schedule for the different phases of your research project, including milestones, deadlines, and deliverables. Please be detailed in your milestone and deliverables.
  - If you work in a team, you should explain the responsibilities of each member of the team.
  - Provide a project management chart or diagram that can be in any of the following form:
    - Gantt Chart
    - PERT Chart
    - Kanban, Scrum, Jira board, etc
- **Project Contract:** Include a contract (signed by all team members) agreeing to the scope of the work and timelines outlined in the proposal. You may include any additional agreements such as meeting frequency or format.
- **Work Date/Hours logs for student (or each team member):** Work logs for EACH STUDENT in the team must be included in the proposal.

**Having smaller chunks more regularly is important.**

**Creating broad logs with 10 hours and 12 hours in a day will be counted as inaccurate logging with insufficient granularity of work logs.**

**Instead create an entry for work done every day that you do the work.**

**WORK LOG TABLE: MUST REFLECT WORK DONE, UPDATED FREQUENTLY AS AND WHEN WORK IS COMPLETED**

**StudentName:**

Date	Number of Hours	Description of work done
Jan 14, 2025	2	Initial research on Topic XXX – added research document to Repo
Jan 15, 2025	1.5	Proof of concept – sample project – Code checked in the repo -> implementation folder -> Samples

- **Closing and References**
  - Include acknowledgement to any person or institution if needed.
  - Include a list of the literature and sources that you have cited in your proposal.

**Grading Rubric given on the last page**

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### The grading rubric for the Project Plan Proposal (15 marks)

Criteria	Grading
Good English and structure/composition	2 points
Title and Introduction <ul style="list-style-type: none"><li>• The Introduction shows that the student can come up with a problem definition and has done some preliminary research to come up with a solution to address the said problem.</li><li>• The students understand the scope of the research and able to show their initial hypothesis/assumptions and potential benefit of their research</li></ul>	4 points
Proposed Research Methodology <ul style="list-style-type: none"><li>• The proposal shows the student's expertise in designing their solution to address the problem by using the appropriate methodologies and technologies convincingly.</li><li>• The proposal is coherent and flow without any jump of logic. Justifications, assumptions, and decision taken have sound reason.</li><li>• The proposal shows that the student understands the problem at hand and has a solid and effective plan to obtain and collect the necessary data with enough sample size. Data analysis techniques, and any other relevant research procedures were applied correctly.</li><li>• The project has a good measure of complexity and has a positive potential contribution in practical applications.</li></ul>	6 points
Research Planning and Timelines <ul style="list-style-type: none"><li>• The proposal shows that the students understand the scope of the research and can make a valid and sensible plan for the implementation of their research.</li><li>• The deliverables, timelines and milestones have clear purpose and were provided clearly and convincingly.</li><li>• Contract signed by student (or all team members)</li></ul>	3 points