Proposal Project: Engineering 351
RFP No. 2014-04

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ENGIN 351
University of Massachusetts

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Introduction

This proposal is in to response to request number 2014-04, a request for engineering students to perform as-needed technical writing services. In the following slides, I will lay out my educational and professional background and present the capabilities and experience that I feel make me a good choice for this project.

Educational Background

I have a strong background in both transportation engineering and computer science.

- ▶ B.S. Civil and Environmental Engineering
  Concentration in Transportation Engineering
- ▶ Minor in Computer Science
- ▶ Certificate in Transit Operations Management

Professional Background

I am currently employed with UMass Transit Services as an IT Systems Engineer, and have conducted many professional correspondences in that capacity.

- ▶ Worked in IT for the last seven years
- ▶ Worked in transit management for the last ten years
- ▶ Been involved in the daily operation of the transit system for the last thirteen years

Qualifications

I have a number of qualifications that will be required over the course of this project. They include. . .

Proficient With a Variety of Professional Correspondence

In the course of my professional and educational career, I have become proficient with a variety of forms of professional correspondence, including, but mot limited to:

- ▶ Summaries
- ▶ Technical Memos
- ▶ Emails
- ▶ Posters
- ▶ Process Descriptions
- ▶ Instruction Sets

Conscious of the Importance of Clear and Accurate Data

As an engineer, I'm very conscious of the need to be able to present data in a way that is clear, unambiguous, and honest. I have experience both writing in such a way about numbers, and presenting those numbers in tables, charts, and graphs.

A Variety of Technical Skills

Owing largely to my career in IT which has included among its duties creating and maintaining technical documentation and source code, I am familiar with a variety of software and markup formats including

- ► Microsoft Word
- ► Libre Office
- ► git
- ► MediaWiki
- ► Markdown
- ► LaTeX
- ► HTML and CSS

In fact. . .

This presentation itself is written in LaTeX, and the source is available on Github.

Aware of the Importance of the Rhetorical Situation

My instruction in technical writing has taught me that it is important to consider the content, the speaker, *and* the audience before beginning a piece of writing. I will continue to exercise that skill in any writing performed for this project.

Email

Below is a sample email written to a colleague introducing myself and our content management system.

To:	Amir Khan (akhan@globalsystems.com)
CC:	Leah Allen (lallen@globalsystems.com)
From:	Matt Moretti (mmoretti@globalsystems.com)
Date:	April 29, 2014
Subject:	Getting started with POODLE

Hello Amir,

My name is Matt and I'm a member of the electrical engineering team here. I wanted to welcome you to Global Systems, and I look forward to us working together soon.

My supervisor, Leah, asked me to get in touch with you to describe the process of logging in to our online task management system, POODLE. Here is a quick overview of the process:

1. Visit http://www.poodle.globalsystems.com in your web browser.

2. Click on the button labeled "Log in with NetID" in the upper-left-hand corner.

3. On the next screen, enter your user name and password in the boxes provided and click on the grey arrow to log in.

4. Once you are logged in, you will be on the home page. At the top of the left-hand column you will find a list of projects; click on one to go to the project's page.

5. The project page is divided into three sections: The left column contains navigation links and settings. The right column contains the project news, events, and calendar. And, the main area in the center contains all of the project resources grouped into sub-projects.

6. When you're done looking around, the "Logout" link is in the upper-right corner of the page.

I hope this will serve to get you started, but don't hesitate to write me back back if you have any problems or questions.
Matt Moretti

Instruction Set

A set of instructions that I wrote on how to use the `iptables`
Linux firewall can be found here:
https://gist.github.com/werebus/d8385ac79f0ff01dc212

Other samples are available upon request.

Compensation

My compensation schedule is as follows:

Service	Price
Lay Summary	$80 per page summarized
Technical Summary	$100 per page summarized
Process Description / Instruction Set	$100 per page
Business Correspondence	$70 per page
Consulting & Editing	$40 per hour
Consulting & Editing (On-site)	$50 per hour

Conclusion

I believe that I have demonstrated that I possess the skills in technical writing required by Lehman Industries for their upcoming project. I hope you will consider selecting me as your writer. If you have any questions or require additional information, please contact me.

Thank You