**(Aaron’s) Proposal Grading template**

**Form and style (10%)**

**NOTE: *You’re free to follow Bruno’s instructions. I will never punish you for doing what he says (except that I expect IEEE citations format), but the following is how I will mark.***

***Use the check boxes: ❑ if you like to make sure you’ve done everything required of you.***

***If there is no*** *❑,* ***then I’m not paying attention to that detail.***

**Component Grade**

**Expectation of originality** (It must be the first page, if not .5 grade) 要写个这个东西

***You should include this to play things safe, but I will not be marking it.***

**Abstract** (between 150 to 200 words, if not .5; it must be the second page) ❑

**Title page** (see example, .5 if not similar) ❑

**Table of contents** (must include the list of figures and list of tables; ❑

***(Table of Contents, tables and figures can be on the same page****)*

**List of tables** (if different from the example .5, ~~must be on a separate page~~) ❑

**List of figures** (if different from the example .5, ~~must be on a separate page~~) ❑

(***List of Tables and Figures can be one list instead of two***)

**Headings** (Chapter headings: Bold, caps center, ~~new page; Second level headings:~~

~~Bold, center, initial letters of main words capitalized; Third level headings: Bold,~~

~~Flush left, initial letters of main words capitalized; if not, .5~~) ❑

***(Don’t care how you format except should match Table of contents, and all should be included in table of contents: Good format is 1.2.1, 1.2.2., 1.3.1, . . . etc)***

**Pagination** (~~Front matter: lowercase roman numeral located at bottom center;~~ ❑

~~Regular text: Page 1 arabic numeral bottom center, All other pages, Arabic~~

~~Numeral top right corner; if not .5)~~ (Just INCLUDE page numbers PLZ!) ❑

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**Figures** (see example, if incomplete .5) ❑

**Tables** (see example, if incomplete .5) ❑

**Headers and footnotes** (~~widows and orphans) (Should not have any except the~~

~~Page number)~~

**Font** (12 pt. Times New Roman, Calibri, or Ariel)

**~~Font size~~** ~~(Everything in 12 including the title page and headings; note that~~

~~Students should use the same font throughout the text)~~

**Spacing** (Double space throughout the text) ***Please and Thankyou***

**Binding** (The document must be bound using a duotang or spiral binding)

***(I suggest using a duotang, as thin and cheap as possible)***

***(I wont deduct marks for failing this, but Bruno may notice.)***

**References** (~~Must use a numbering system in sequence; the introduction, solution~~

~~And budget sections must have references; if something is missing .5~~) ❑

***(USE IEEE ! ! ! I WILL DEDUCT MARKS FOR USING A DIFFERENT FORMATING***

***Y’all should know how to do this now. When in doubt, CITE! So there are no awkward conversations about accidental plagerism).***

**List of references** (~~Choose any style as long as the students are consistent~~) ❑

Total: Out of /10

**Stucture (45%)**

Component Grade

1.0 Introduction (~~1 grade if there is some text, 0 if no text~~) ❑

***(Remember to consider who you’re pitching this to. This should be clear to me. i.e. government? Business? Domestic market? Investors?)***

1.1 Purpose ~~(1 grade if there is some text, 0 if no text~~) ❑

1.2 Background (~~Paragraph introducing the two subsections; 1 grade for the introduction paragraph, 0 of no paragraph~~) ❑

1.2.1 Subsection 1 (~~1 grade if there is some text, no grade if no text~~) ❑

1.2.2 Subsection 2 (~~1 grade if there is some text, no grade if no text~~) ❑

1.3Scope (~~1 grade if there is some text, no grade if no text~~) ❑

***(Get the job done. Use as many or as few subsections as you feel you need – NOTE: You’re engineers, which means you’re all problem solvers, so introduce a problem (related to improving the ecological footprint of an existing building) and provide a solution. )***

2.0 Solution (~~Paragraph introducing the two subsections; 1 grade for the introduction paragraph, 0 of no paragraph~~) ❑

2.1 Subsection 1 (~~1 grade if there is some text, no grade if no text~~) ❑

2.2 Subsection 2 (~~1 grade if there is some text, no grade if no text~~) ❑

2.3 Results (~~1 grade if there is some text, no grade if no text~~) ❑

***(I don’t know what Bruno means by “Results” since you’re not doing a study or experiment. Included as many subsections as necessary. Since you’ve introduced a problem in your introduction – the Solution should be proposing your solution, including HOW IT WORKS! (A mech description MAY be necessary) By the end I should understand:***

***- how your system works*** ❑

***- how it is an improvement on the existing structure or (competing*** ❑ ***technologies)***

3.0 Plan of action (Must describe at least 3 steps; Paragraph introducing the three steps~~: 1 grade, 0 if no paragraph~~) ❑

3.1 Step 1 (~~1 grade if there is some text, no grade if no text~~) ❑

3.2 Step 2 (~~1 grade if there is some text, no grade if no text~~) ❑

3.3 Step 3 (~~1 grade if there is some text, no grade if no text~~) ❑

***(You job here is to prove that you/your company is capable of completing this project in a timely and economical fashion – but be realistic)***

4.0 Schedule (1 grade for a paragraph introducing and explaining the Gantt chart, ~~0 if no paragraph~~)

5.0 Budget (Must introduce at least 3 positions; Paragraph introducing the three postions: ~~1 grade for the introduction paragraph, 0 if no paragraph~~) ❑

5.1 Management (~~1 grade if there is some text, no grade if no text~~) ❑

5.2 Salary (~~1 grade if there is some text, no grade if no text~~) ❑

5.3 Equipment /Material (~~1 grade if there is some text, no grade if no text~~) ❑

***5.4 Additional Cost (if revelant (there will definitely be relevant costs))*** ❑

***(i.e. legal costs, licensing, costs associated with scaffolding? Shutting down streets?, etc.)***

6.0 Qualifications (Must introduce at least 2 people; ~~Paragraph introducing the two people: 1 grade for the introduction paragraph, 0 if no paragraph~~) ❑

6.1 Person 1: himself as a manager (~~1 grade if there is some text, no grade~~ ❑ ~~if no text)~~

6.2 Person 2: (~~1 grade if there is some text, no grade if no text~~) ❑

7.0 Conclusion: summary ~~(1 grade if there is some text, no grade if no text)~~ ❑

7.1 Contact Information (Name and e-mail, phone number or address ❑

Is a 100-year old house and a topic to make it environmentally friendly? ❑

~~(If no:0)~~ ***(PICK ANY EXISTING STRUCTURE and reduce its ecological footprint – can be a specific structure (i.e. a Church, Hall Building, etc.) or it can be a class of buildings (i.e. the classic Montreal style apartment) – just BE SPECIFIC.)***

***(NOTE: Ecological footprint includes but does not equal carbon footprint – otherways to improve the ecological friendliness of a structure)***

Total (Bring the total to 45) / 45

**Content (45%)**

***(I’m not marking for meeting length requirements, thats stupid, I want to see you’ve done the job. Writing is doing, give me the information I need as an potential investor to decide whether I want to use your product/service)***

1.0 Introduction (~~must be 2.5 pages excluding pictures, if not .5~~) ❑

2.0 Solution (~~must be 2.5 pages excluding pictures, if not .5~~) ❑

3.0 Plan of action (~~must be 1 page, if not .5~~) ❑

4.0 Schedule (~~must be 1 page and including the Gantt chart, if not .5~~) ❑

5.0 Budget (~~must be 1 page, excluding the table, if not .5~~) ❑

6.0 Qualifications (~~must be 1 page, if not .5~~) ❑

7.0 Conclusion (~~must be 1 page, if not .5~~) ❑

Total (~~Bring the total to 45; if the component is not present the grade is 0)~~ / 45