Project Proposal Guidelines

No specific Format is required however it is important the following information is provided:

- Short description of the project
- Motivation and objectives of the project
- Functionality of the project
- Deliverables at date “A, date “B”, date “C”, …
- Timeline week by week
- Resources needed
- Risks description/contingency plans
- Feasibility study
- References

Sample Format:

- Abstract (e.g., 500 or less words)
- Objectives
  - What do you want your “system” to do
- Background & Preliminary Data
  - Work from others that is related to your project
  - Work that you did before, that is related to your project
- Functions & Design
  - Basic Functions
  - Optional Functions
- Estimated Costs and Component/Resources List
- Weekly Time Table
- Deliverables at (Milestones)
  - Date A
  - Date B
  - Date C
- Responsibilities

Sample Milestones:

Example 1

Part I
  - All necessary parts available including their documentation
  - Design and schematics

Part II
  - Hardware circuits finished

Part III
  - Fully functional hardware and software
Example 2

Part I
  o Software simulation, Simulation of external hardware
  o Schematics

Part II
  o Basic hardware operational and tested
  o Additional hardware subsystems constructed (not tested)

Part III Operation
  o Fully functional hardware