

## **Project Proposal**

Cover Page (1 page, no graphics, unnumbered)

Executive Summary (1/2 to 3/4 of a page, unnumbered)

Background (about 1 – 2 pages, start of page numbering)

    Description (describe current situation, narrowing down to ...)

    Problem Statement (concise statement, includes ...)

    Constraints

Scope of Work (about 2 pages)

    Deliverables (functionality to be obtained)

    Tasks (summary of Work Breakdown Structure)

    Timing (summary of Gantt Chart, Critical Path)

    Budget (summary of proposed materials, publication and travel costs)

Team Qualifications (about 1 – 2 pages)

    Team Members and Roles (Project Mgt, Design Mgt, Analysis Mgt, IP Mgt)

    Summary of Qualifications (summary of applicable resume data: experience and skills)

Conclusion & Recommendations (approximately 1 page)

    (Description of how process and team will resolve the problem statement(s), how the outcome will be positioned for future success)

References (end of page numbering)

Appendices

    Work Breakdown Structure (major tasks to get to Design Concept Presentation)

    Gantt Chart

    Critical Path Network

    Budget Spreadsheet (planned expenditures to get to a Conceptual Prototype)

    Individual Resumes

    Non-Disclosure Agreement / Memorandum of Understanding (signed copies)