ETEE 3255 Project Proposal Guidelines

For each of the projects in this course follow the guidelines below in writing the proposal

**GENERAL REPORT INFORMATION**

***Appropriate “Voice” and Style for Report***

* Use a formal tone (no first or second person pronouns) by writing in the “no subject” (no person) passive voice. When writing in the “no subject” passive voice, the focus should be on what is being done and not who did it. See the [*Active-Passive Voice*](active%20voice.htm) document and/or contact the ET English Graders or Writing Resource Center for more detailed information.
* Do not use contractions, e.g. don’t, can’t, etc.
* Do not end a sentence with a preposition, e.g. of, for, etc.
* Be sure to reference sources as appropriate. A good rule of thumb is: “When in doubt – reference!”

***Report Format***

* The abstract should be single-spaced and on a separate page.
* The narrative should be double-spaced.
* Use 12 point Arial, Times New Roman, Tahoma, or Helvetica font with 1-inch margins throughout.
* Include page number as a header in the top right hand corner of the report. **Note:** Any pages preceding the Introduction (e.g., as appropriate and if included: Table of Contents, List of Figures, List of Tables and Abstract) should be numbered i, ii, iii, etc. The first page of the Introduction section should be Page 2.
* Reports must be stapled in the upper left corner.

***Each Chart, Graph, Illustration, Picture, and Table in Report***

* Number, title and label, including x and y axes.
* Provide legends and/or annotate completely.
* Number sequentially and consistently. For example, figures may have a simple numeric representation (Figure 1, Figure 2, etc.) or may include a section identifier (Figure 1.1, Figure 1.2, .., Figure 2.1, etc.).
* Tables and figures (Charts, Graphs, Illustrations, Pictures, etc.) are numbered separately (e.g., Figure 1, Figure 2,… Table 1, Table 2).
* Discuss and interpret each item included in the report narrative – do not just present it! Items that are not specifically discussed in the report may be included in an Appendix (if referenced in the narrative) or in a separate component of the final submission that has been pre-approved (hand analysis, simulation files, etc.).

***Each Section of Report***

* Use bold and/or italics consistently for each section heading.
* Each section should have a sequential identifier; e.g., I, II, III… or 1, 2, 3,… Subsections (if any) must include the section identifier; i.e., 1.1, 1.2, etc.
* Write transitional statements at the beginning and at the end of each section to move the reader easily from one section to another.
* Open each section with a statement previewing the information contained in that section.

**REQUIRED FORMAL PROJECT PROPOSAL CONTENT**

**Title Page**

* Title of proposal
* Submitted by:
* Partner(s): (list all team members’ names)
* Course number and name
* Name of professor
* Date due

**Table of Contents (optional)**

* Include page numbers of all major sections of the report using the header titles in the narrative (verbatim!).
* List Appendices, with page numbers and titles at the bottom of the Table of Contents.

**List of Figures (optional)**

Include titles and page numbers of all figures (charts, graphs, illustrations and pictures) used in report.

**List of Tables (optional)**

Include titles and page numbers of all tables used in report.

**Abstract (or Summary or Executive Summary)**

*Format and Style*

* One page maximum.
* Single-spaced narrative.
* The abstract is the “hook” that makes those that matter want to read your proposal, so it must represent your entire work - condensed, clear, well-written and interesting!

*Content and Organization*

* Write a concise summary of the entire project proposal, including (as relevant) purpose, relevant theory (briefly!), requirements, constraints and/or assumptions.
* Describe the methodology used to complete the project and the division of work if this is a team project.

**Statement of Objective**

*Format and Style*

* Should be one page long.
* Double-spaced narrative.
* Start numbering with page 2.
* Appropriately reference all information using the format required.

*Content and Organization*

* Provide a clear and comprehensive description of the purpose and need of the project.
* Use a clearly articulated problem statement to describe the problem that is being solved or the theory being verified and why it is important.
* Include any requirements, constraints and assumptions. Be sure to define and quantify requirements. Explain how they will be measured and/or tested to determine success and/or validate theory.

**Background/History**

*Format and Style*

* Should be a minimum of 1 pages (***not*** including figures or tables).
* Double-spaced narrative.
* Appropriately reference all information using the required reference format.

*Content and Organization*

* Provide a brief overview of the background and history of the project.
* Describe the motivation and need for the project. Briefly give examples of any similar existing devices and discuss improvements that will set your device apart from the rest.

**Timeline**

*Format and Style*

* Gant type chart that shows tasks and durations.

*Content and Organization*

* Subdivide the project into 5 to 10 tasks and/or subtasks.
* List these in a table in sequential order and show the duration of the task over the weekly timeline of the project. See example below.

 **Timeline**

 Week 1 2 3 4 5 6 7 8 9 10

 Proposal \*\*\*\*\*\*\*

 Specifications \*\*\*\*\*\*\*

 Research \*\*\*\*\*\*\*\*\*\*\*\*\*

 Product Design \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

 Prototype Construction \*\*\*\*\*\*\*\*\*\*\*\*\*

 Prototype Testing \*\*\*\*\*\*\*\*\*\*\*

 Written Report \*\*\*\*\*\*\*\*\*\*\*\*\*

 Oral Presentation \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Task Descriptions**

*Format and Style*

* Should be 1-2 pages.
* Double-spaced list of tasks.

*Content and Organization*

* Provide a bulleted list of each task.
* Describe each task in detail and include the names of the team members assigned to complete the task.

**Engineering Specifications**

*Format and Style*

* Should be 1 page.
* Single spaced narrative.

*Content and Organization*

* One or two paragraph description of engineering specifications of completed project
* Table with specifications such as power / current requirements, processing speed, memory capabilities, etc.

**References**

*Format and Style*

* Use the required reference format.
* Give credit for all sources cited, but do not include references that are not cited in the report!

**Appendices (if needed)**

*Format and Style*

* Page numbering continues sequentially from report.
* Label Appendices alphabetically (e.g., Appendix A, Appendix B,…) and give titles to each Appendix.
* Appropriately reference all information using the required reference format.

*Content and Organization*

* Include any detailed calculations, data, or copies of reference materials.

Each Appendix item must be mentioned or discussed in a preceding section of the report. Do not include anything in an Appendix that has not been mentioned somewhere else