Proposal Guidelines

You will be submitting a proposal once you have decided on your project and have formed your team. The proposal should be relatively brief since you will be providing more detail at the preliminary design review (PDR), however there is no page limitation. The proposal should be in the standard Millennium Engineering memo format. Your proposal should have the following major paragraph headings:

✓ **Project Definition** – What are you proposing to do? Who is the customer? List the members of your team, and identify the team leader.

✓ **Project Objective** – Describe the scope of work ahead of you: define objectives for the project, and the required product specifications, limitations, and assumptions.

✓ **Strategy for Achieving Objectives** – What is your approach to achieve each of your objectives? Provide details of the proposed approach.

✓ **Plan of Action** – List of all tasks to carry out the strategy, estimate completion dates, and assign responsibilities to each team member. Provide a Gantt chart of your project schedule with expected delivery dates.

✓ **Reporting** – How will you keep management informed of your progress?

✓ **Budget** – Estimate of costs and investment for personnel, facilities, and equipment.

✓ **Evaluation** – Description of how you intend to verify that the project objectives were met. This is a summarized test plan.

The leader of each team will give a 10-minute presentation to the class. The presentation will describe the items above in abbreviated form using a single quad chart using PowerPoint graphics.