

GUIDELINES FOR DEVELOPING AND SUBMITTING A MINI-PROPOSAL EE 494 – Capstone Group Design Projects

DO YOU HAVE TOO MANY IDEAS?

DON'T KNOW WHAT THE INSTRUCTOR IS EXPECTING?

Drop a short email message to the instructor with a brief (<50 word) description of each idea for guidance. Move quickly since the longer you labor over finding an idea, the shorter the time to complete the project.

You should first read "Preparing a Proposal" listed on the course website.

PROPOSAL REQUIREMENTS

A proposal provides sufficient information to persuade the reviewer that the proposed work represents an innovative and profitable approach to an important engineering problem.

The proposal will be evaluated on

- technical approach having a reasonable chance of meeting the topic objective,
- approach being innovative, not routine,
- proposer's capability to implement the technical approach, i.e. has or can obtain people and equipment suitable for the task and complete the project in time allotted.

MINI-PROPOSAL CONTENTS

Submit one Mini-proposal per project and as a team Email softcopy attachment in MSWord (.doc) or Adobe (.pdf) to the instructor.

- Cover Sheet
 - Title of project
 - Label it as a "Mini-Proposal"
 - "Date Submitted:"
 - "Submitted to:" name, address, phone, e-mail
 - "Submitted by:" List names, email addresses and project responsibilities.
- Technical Content
 - Identification and Significance of Problem
 - Define the specific technical problem or opportunity addressed and its importance to the company, customer, government, etc.(Know your audience.) Do Not include the solution in the problem statement
 - Technical Objectives
 - List your objectives to solve the problem Distinguish between goals, objectives and tasks
 - Work Plan
 - Statement of Work (SOW),
 - Give *short overview* of what is planned and work approach Describe how and where the work will be carried out
 - List 10-15 step-by-step Tasks needed to complete the project
 - Indicate in parentheses, how my student hours are estimated to complete each task
- Deliverables
 - Describe expected outcomes of the proposed work or what "product(s)" will be delivered. This is the most important section. This binds what you are going to receive a grade for.
- Facilities and Equipment
 - Describe available instrumentation and physical facilities necessary to carry out the effort. Itemize large items that may need to be purchased.