

Project Proposal

(Project Name),(Revision/Date)

Team Members

Name, Job Title - Description of Duties
Name, Job Title - Description of Duties
Name, Job Title - Description of Duties

Summary

Briefly summarize the idea behind your project. Why is your project important, which problems does it solve, or what does it aim to improve? There is no room for details here, restrain yourself to the overall topic and the major points. Present the strongest arguments why your project deserves support - this document is all about convincing others of your proposal.

Outline the situation as it is now, and why your project will make it better. Highlight the potential of your proposal by describing the scenario of your project delivered successfully. Impress your peers with stunningly brilliant ideas!

Resources

Later, there will be time to specify and quantify all the resources necessary to deploy the project, but for now, you should have a rough idea of the project's time span and what kind of resources it will involve.

Make sure to emphasize why you need these resources to deliver a project on time and with an optimal impact. Step into the role of your peers: What about your project will justify the costs?

Stages

Can you already think of different stages your project will run through? What will be the first steps to undertake, and which further steps rely on other tasks being completed first? Make a list of the steps, like this one:

1. Planning phase
2. Team organization phase
3. Prototype phase
4. Implementation phase
5. Feedback phase

Give your readers a hint of the timeline you consider for these steps. Again, you don't need the details, but it should become clear whether you are talking about two weeks or two years.

Special attention please!

Leverage text boxes with consistently used icons to highlight ideas, facts, hints, or risks. Boxes contribute to the paper's structure and break up long text paragraphs.

[This box is technically a table. To use it in your document, it might work best to find it within the HTML source code and copy it to the place where you need it.]

Directions for Projects in the Engineering and Architecture Enrichment elective at Collegium Charter School (7th/8th Grade - 535):

1. Choose a topic. Be sure it interests you. Don't pick one because you think it will be easy. Talk it over with your parents and when you have decided, inform your teacher, and do not ask to change your topic later.
2. State your purpose as a question. What is it that you want to find out by doing this project?
3. Research your problem. Look at any books/websites that might help you, make observations by simply looking at things, talk to people, and find out as much as possible about your topic. Write down any ideas you have and where you got them. Also, keep note of all information needed for citing your resources.
4. Form a hypothesis. What do you think is going to happen? Based on what you know or found out from step #3, what do you think the results of your experiments will be? After doing the experiments, it may turn out that your guess was wrong. It is okay if this happens.
5. Plan your project. How will you test your hypothesis? What experiments will you do? How will you measure the results? Where will you keep your information? Be sure to keep notes and write down everything you do and what happens.
6. **PRESENT YOUR PROJECT FOR FUNDING. You may create a movie, website, report, or any other multi-media medium to present your project. The presentation, research, and the way you follow the Engineering Design Process is how, and what, you will be graded on. This is generally the step that our projects will end on. If there is extraordinary merit to a project, or I can fund it somehow, or you can fund it somehow, then you may move on.**
7. Collect all your materials. Find a place to keep things where others won't bother them. Let other family members know what you are doing so they do not throw your materials away by mistake.
8. Conduct your experiments. Remember, the more times you do an experiment the more reliable and accurate the results will be. Do each experiment at least three times and get an average of the results for your graph. Use something to measure your experiments: a ruler or yardstick if you are measuring distance, a clock to measure time, etc. Check the measurements to be sure you are correct.

9. Record your data. As you do your experiments, you will want to write down what you saw or found out. Organize this information in an orderly manner. Put the date, time, and any other useful information. Write your measurements clearly.

10. Draw conclusions. What did you learn from your experiments? Have you proved or disproved your hypothesis? You made a guess about what you thought would happen. Now tell what really did happen. You don't lose points if your guess turned out to be wrong.

11. Prepare your titles, charts, graphs, drawings, and diagrams. Make them large enough to see, neat, and colorful.
12. Construct your science fair display. Get your cardboard display board from your teacher so you can show all your work and have your hands free to point to sections when you give your presentation.
13. Prepare and practice your presentation. Be able to tell about what you used what you did in your experiments, and what you found out. Know it well enough that you don't have to read it from the display.
14. Plan a timeline so you don't leave everything until the last minute. If you need help, tell your parents and your teacher, the earlier the better.
15. Relax and Enjoy yourself. You will do a GREAT job!

Project Name

Date

Team Name/Author