



## SEMESTER I TEAMS

# GUIDELINES FOR WRITING THE FORMAL DESIGN PROJECT PROPOSAL

The hallmark of the Level I requirement is the submission of the Formal *Design Project Proposal* by first-semester [Semester I] teams. Guidelines to help teams address this requirement are presented below. Use a Level I Checklist to help you make sure you've included all components. [Note: *Guidelines to the Summary of Work-in-Progress* required of Semester II teams is presented under separate cover in the Design Team Notebook.]



<b>General Format</b>		<ul style="list-style-type: none"> <li>- Typed; double-spaced; 1" margins; minimum 15 pages - no max limit</li> <li>- Font face: Verdana, Arial or Helvetica. Font size: 10 or 12.</li> <li>- Avoid first person writing; check grammar / spelling.</li> <li>- Attach Level I Chklist &amp; email copy to TSGC, Faculty Advisor and Mentor.</li> </ul>
Section I	Cover Page	Introduce the <b>Proposal</b> by listing the following: <ul style="list-style-type: none"> <li>- design project name [team given name] and project title</li> <li>- team name [optional], team or institution logo [optional]</li> <li>- institution, department, mailing address</li> <li>- name, academic level, major of all team members</li> <li>- faculty advisor, name, department, email address</li> <li>- JSC mentor name, research group, email address</li> <li>- Academic semester</li> </ul>
	TOC	Use page numbers to reflect the exact sequence of info presented.
	List of Figures	List any illustrations or tables that are included in the proposal.
Section II	Abstract OR Introduction	Tell the reader, in 200 words or less, what the team is doing. Provide a basic overview of the team's research and design information to come.
	Mentor / Group ID	Identify the team's customer for this project: [mentor/research group]. Briefly describe the work the group does; location & mailing address.
	Collaboration	Outline who the team will be collaborating with in addition to the mentor.
	Team ID & Member Profile	Introduce the team by providing: course description, title, number; team name – why chosen or what it represents; faculty advisor name, title, department, research area; team members' name, major/level, role. Digital Photos of team.*
	Research	Discuss specific methods or resources you have used to conduct research.
	Background	Explain where the project originated and what it is about.
	Objective	Describe project goal/objective, including continuation of previous efforts.
	Design Plan	Detail the teams plan or methods for meeting the design objective.
	Accomplishments	List the Key Accomplishments that the team has experienced to date. For example: met with mentor, identified collaborators, brainstormed design etc
	Timetable	Provide a timetable for completion of the project. Include which <b>DESIGN CHALLENGE</b> Levels and/or Option Areas the team plans to work toward.
Budget Plan	Provide a table showing the team's budget plan. Include <u>projected</u> earnings/expenditures associated with the project and list resources.	
S III	Conclusion	Sum up Section II.
	References/ Bibliography	Include references to at least six different current literature & internet resources. Usual academic standards regarding original work apply.
Appdx	Team Photos*	Team photos included into the body of the proposal <b>MUST</b> also be provided separately from the proposal copy as .jpg files. Identify team members L-R.
	Trip/Budget	Report actual excursions or expenditures during this period.
	Option Rpts	Document completion of any Option Area during this period.