

Title of the Project

- **Project Information**

This section is meant to provide an overall picture of the project that can be seen at a glance as well as convey important project details.

Project Title: Title of the project

Project Summary: Write a 2-4 sentence summary of the project scope

Project Time-frame: January 9 – April 24 2018

Prepared by: Name of the students in group

Attached Documentation: If any

- The project proposal should follow the guidelines provided by the IEEE at: http://www.ieee.org/publications_standards/publications/authors/authors_journals.html. Your proposal presentation can follow your proposal in text and graphical content.
- The total number of pages should be between 2-10 pages.

- **Project Summary**

The goal of this section is to present the reasons for doing this project as well as stating all of the project's objectives. In this section in particular it is very important to write concisely and clearly. Some project professionals even suggest writing the project summary last. Before you begin writing you should be able to answer the following questions:

- What is the problem you are trying to solve or question you are trying to answer?
- What data do you need?
- What work do you plan to do in the project?
- Which algorithms/techniques/models do you plan to use/develop? Be as specific as you can.
- How will you evaluate what you've done?
- What do you expect to submit/accomplish by the end of the project?

1.) Project Background

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. Include references to supporting documentation, such as research papers and articles. This information can be placed in the index at the end.

2.) Project Objectives

Here state explicitly what goals the project is aiming to achieve

- Objective 1
- Objective 2
- Objective 3

- **Project Methodology**

This sections details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach. Then it provides details on methodology, the population being addressed, and how anticipated problems will be managed.

- 1.) The Project Approach Summary**

Write a few short paragraphs or bullet points on your overall approach to the project. Include how the project team will be organized, what development and collaboration tools will be used, and how the plan will be updated along the way.

- 2.) Work Breakdown and Task Time Estimates**

In this section you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is detailed enough and the tasks broken down enough to expose risks and make reasonable estimates in man hours required. You may want to include a milestone chart in this section.

Don't forget that your final report is not restricted to what you have provided here. We will learn more materials throughout the course and I expect to see you using these materials in this project.

- **Conclusion**

In this section you should try to tie up all the above information in a short summary that explains the potential value of the project and emphasizes its feasibility.

- **Appendix**

This is where you should put additional charts, graphs, reports, etc. that were cited in the proposal, but were not appropriate to place in the main body of the document.