Appendix B.

Senior Project Proposal Format

Your proposal should convey clearly the following principal components. Its length is not critical, as long as it can clearly convey the following elements. The typed proposal (double spaced) should be WELL RESEARCHED, WELL THOUGHT OUT, and WELL WRITTEN.

Letter of Transmittal

You need a letter of transmittal to elicit the attention of your advisor. The letter should be on the Wenzao Ursuline University of Languages' letterhead paper and contain the following—

● identifies the writer and purpose of the document,

● specifies what is being transmitted, and

● asks your advisor to respond with an approval to proceed the GP

Title Page

The title page must contain the following information.

Title of the proposed project

Names of the student(s), with signatures

Names of Faculty Advisors

Budget requested from external sources, if any

Date

Executive Summary

An informative summary of the proposal must be included, and this shall not exceed 200 words. This one page summary must act as a stand alone summary of the entire proposal.

Table of Contents and Lists of Figures

Include both a table of contents and list of figure captions with page number references as part of the front material to the proposal.

Introduction

Give a relatively short narrative (with figures as appropriate) which defines the problem to be addressed by the proposal. Confine the discussion in this Introduction to the issues and attributes of the problem, identifying its implications in society or industry. Provide a foundation for your understanding of the problem through a thorough information search.

Project Objectives

Identify the requirements, constraints, and criteria that reflect the characteristics and attributes of your desirable solution.

Requirements - qualify the minimum features that render a potential solution to the stated problem.

Constraints - externally imposed boundaries on options that you may encounter

Criteria - the features which will be used to judge whether you have achieved your project.

Product, System, or Process Definition

Provide a definitive proposal statement that unambiguously describes the major features of the product, system or process that is envisaged. Define the external features of the product, system or process that are reflected in your project. In addition, discuss or list the following:

Deliverables - what material and intellectual properties will be submitted at the end of the project?

Project Specifications - targeted performance that measure the success of your project

Division of Responsibility

Segment the project into subsystems and implementation phases. Assign responsibilities to each of your team members for appropriate technical development and implementation milestones.

Project Schedule

This section of the proposal should be a one-page "key milestone" summary.

Budget

This section should contain an overview or summary of the key project costs.

Qualifications

Include one-page resumes that highlight the team members' capabilities corresponding to the Division of Responsibility.

Bibliography

List all sources of reference in conventional scientific format, but also include such things as phone conversations, website research, meetings with experts, and any other types of research work done for the project.

Appendices

Provide supporting information and technical details as appropriate.

Glossary

Depending upon the nature of the project, there may be specific terms that need to be explained and clarified for the target audience.