## **Project Proposal**

Doesn't have to be formal but should show:

- Define the problem precisely
- Show that you are qualified to do the project
- Show why the problem fits the scope of your project
- Propose milestones / timeline to be met
- Show how you want your project to be evaluated

## Other tips to remember

- Underpromise and overdeliver
  - Especially with implementation projects
- Check in with project supervisor and teammates often
- Make sure you have the resources to do the project beforehand
- Write the final report concurrently with your project development
- Look at the evaluation guidelines for the project
  - On the <u>web page</u>