

Project Proposal Requirements & Assessment

**Bachelor of Computer & Information Sciences
Research & Development Project**

Date	Version	Author	Notes
March 2014	1.0	Anne Philpott	This is broadly based on material from previous BCIS project assessment material.
February 2015	1.1	Anne Philpott	Minor updates

1. Project Proposal Process

1.1 Background

The first main activity of the project is to prepare a project proposal. The project proposal serves several purposes. It defines the goals and the scope of the project and identifies the approach that will be used to address the project. Presenting this material as a proposal to a panel of academics and industry experts helps to ensure that the risks inherent in the project are reduced and that you have a clear idea of your goals and your methods before you start. It also provides a check that the size of the project is appropriate for the hours the team members need to commit.

The project proposal also helps you to start working on five of the learning goals associated with your project.

2. *Demonstrate a professional attitude.*

4. *Communicate effectively with clients and sponsors.*

5. *Communicate effectively in both written and verbal presentations and in group situations.*

7. *Determine an appropriate process and accompanying set of deliverables for their project.*

9. *Select and justify an appropriate methodology for their project.*

The project proposal is presented to the BCIS Project Team, other academic staff, and members of the industry advisory committee (IAC) in week 4. You will be given the opportunity to book a presentation time using AUT online. Please ensure that you confirm an agreed time with your supervisor and all your team members before booking.

1.2 Preparing a Proposal

The proposal should describe in broad terms, the client or sponsor's goals or set of expectations, (whether they are based upon a problem, need, or perceived opportunity) and the proposed approach to achieving an outcome or solution.

You will need to discover what your client's goals are by meeting with your client. Meetings could be face-to-face or in a virtual space. Wherever the meeting, it is most important that you prepare well beforehand and have a clear idea who in your team is responsible for what during the meeting. Make sure you have someone responsible for taking detailed notes and someone to ask follow-up questions. Your supervisor will help you with this preparation.

After client meetings it is important for the team to record their understanding of discussion and any decisions made and to provide this record to your client and your supervisor. This will help to clear up any omissions or misunderstandings early.

The proposal also needs to record how you plan to approach the problem, and what steps are required at what time. Use the knowledge you have gained from earlier papers to consider possible approaches and discuss this with your supervisor. Make sure you understand what your approach is and why you have chosen it for this particular project.

You will need to provide a plan for the full duration of the project. As a rule of thumb, plan the current project phase or iteration, (especially the weeks immediately ahead), in considerable depth, including careful estimates of the time and effort required to complete each task. A more indicative plan will then cover the key steps in subsequent phases through to project completion.

As you develop your proposal discuss it with your project supervisor and ensure that the final version is shown to your supervisor in time for them to review it for suitability to present and for you to make any amendments they identify.

2. Project Proposal Contents and Format

2.1 Contents

The following information should be included in your project proposal:

Cover Sheet: Title, team members, date, version number

Name(s) of project team member(s); BCIS major for each member, contact phone numbers and email addresses while at AUT

Name of supervisor including contact details.

Name of client's company/institution including phone number and email address of contact.

Project proposal details.

1. **Terms of reference** (provide the bigger picture, introduce your client).

2. **Rationale for the project.** Why is this project needed? Describe any existing system or area of enquiry and explain what the issues or opportunities are.
3. **Scope and objectives.** What are the goals? Define your final product as precise as possible at this point in time (refine later) and list sub-products towards the final result.
4. **Project Approach.** Describe the chosen project or development approach/ methodology. Include a rationale for the choice. What exactly does this approach entail? What phases/tasks/deliverables does it involve? Why does this approach suit this project, team and client? Ensure that all material you use is appropriately referenced using APA 6th
5. **Project Plan.** Set out your plan for the full project duration in some suitable and ordered manner (for example, a spreadsheet, a Gantt Chart). Ensure that it matches with the approach/methodology you have selected. Describe the proposed actions, processes milestones or phases involved. Provide justifications for proposed actions (including details of alternatives considered, if any).
6. **Skills and knowledge involved.** Identify the skills and knowledge required to complete this project. List the IT-specific (specific for your degree) skills first and add the full range of personal, professional and technical capabilities. Point out what skills and knowledge are not yet present in your team and how/when you plan to acquire them. Make sure time for this upskilling is also included in your plan.
7. **Estimate all costs incurred.** Do not forget to include any costs for resources required and include an estimate for your labour for the number of working hours.
8. **Attach a standard disclaimer as appendix,** clarifying the nature of the relationship involved (see Standard disclaimer on AUT-online under course material).

2.2 Format

This is a formal document and you will present it to the proposal panel and to your client. Ensure that your format, grammar and spelling are of a professional standard. Reference all material from other authors correctly using APA 6th. A guide to this referencing style can be found at <http://aut.ac.nz.libguides.com/APA6th>.

Proof read your proposal before you submit it to your supervisor for feedback.

2.3 Proposal Presentation

As noted above project proposals are presented to the BCIS Project Team, other academic staff, and members of the industry advisory committee (IAC) in week 4. You will be given the opportunity to book a presentation time using AUT online. Please ensure that you coordinate this with your supervisor and all your team members.

Presentation Format.

- 5 minutes to enter room, hand out printed proposals and get ready.
- 10 minutes to present. Be aware this is not very long. Make sure it is shared equitably amongst the team and that all members get to speak. Make sure the important things get said. Do not be concerned if panel are reading proposal as well while you are presenting.
- 5 -7 minutes for questions from panel.
- 5 -7 minutes for panel to confer.

3. Assessment Guidelines

The project proposal is worth 5% of your final project mark. However, it is actually much more important than the mark would suggest. Gaining a good understanding of your project goals, selecting a suitable approach and starting the planning process well sets you on the path for success in the project.

You will receive a grade for your proposal and feedback both from panel about the presentation and from the assessor (your supervisor) for your written proposal. The panel will either approve your project to commence, approve it with specified conditions (which may need to be completed to your supervisor's satisfaction), or decline to approve your proposal. If the panel does not approve your project you will be required to represent at a later date before you can commence. A failure to gain approval at the first presentation results in a grade of 'D' for the proposal. A failure at a second proposal presentation may result in a failure for the project paper.

Feedback on your written proposal will address each of the content items above as well as the overall quality and professionalism of the proposal. A marking schedule can be found in Appendix A. The grading will be moderated and you should receive the grade and the feedback within three weeks of the presentation (provided you do not need to represent).

Once your proposal has been approved you can commence work in collaboration with your client and your supervisor. You should expect over the next semester that both your understanding of the project and of its goals will change and that your plans will need to be adapted to that improved understanding.

Appendix A

Marking Schedule Research & Development Project Proposal

Brief Title of project		
Student's name		
Student ID number		
Team Members		
Date submitted		
Name and signature of Assessor		
Name and signature of Moderator		

Conditions/ Suggestions (if any) from review panel:

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Other Comments:

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Marking Schedule

Research & Development Project Proposal (Cont'd)

CRITERIA	FEEDBACK
Proposal includes all required elements	
Terms of reference and initial project scope clearly identified	
Methodology / Approach clearly delineated and justified	
Required costs and resources for project identified	
Proposed actions (with deliverables) identified and justified	
Skills and Know-how involved identified	
Suitably professionally presented and referenced.	

Quality of proposal presentation	
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Grade for Project Proposal

A+	A	A-	B+	B	B-	C+	C	C-	D	D
									Over 40%	Under 40%

Project Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date:
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