

Project Proposals

\$1 2015

Topics for Today

- *Why a project proposal?*
- Team, supervisor & Client collaboration
- Proposal presentations & outcomes.
- What happens after proposals.

Why a proposal?

The first main activity of the project is to prepare and present project proposal.

Why?

What the goals of preparing and presenting a proposal for your project?

Why a proposal?

Do you know if your project is:

- **Feasible?**
Can it be done? Is it feasible technically? Economically? Legally? Culturally?
- **Necessary?**
Are we reinventing the wheel?
- **Manageable?**
In the context of a team of talented enthusiastic but relatively inexperienced students.
 - Size?
 - Complexity?
 - Skills/ knowledge required?

Why a proposal?

A proposal process gives a focus to your investigation of these aspects. It helps us to answer the question:

Should we proceed with this proposed project idea?

Additionally it can:

- Identify factors that need to be addressed to ensure success. Narrow the alternatives.
- Identify additional new opportunities or discover reasons not to proceed.
- Set out clearly detailed information that helps ensure better decisions are made.

Preparation activities – team collaboration

1. Agree the parameters of how you will work together as a team.
 - Specify the responsibilities of each member.
 - Agree norms and expectations.
 - *How often will the team meet? When? Where? What things could trigger the need for an additional meeting? How will this be communicated?*
 - *How will you complete tasks together? Who will do what? How will you ensure everyone knows what others are doing / have done?*
 - *What happens if? Attendance, Response times. Consequences?*

Done?

Preparation activities – supervisor collaboration

2. Notify supervisor of team members and their availability.

Done?

3. Discuss with your supervisor how you will work with them.
 - *Meeting frequency? Notification of need for extra meeting?*
 - *Preparation? What should team do before meeting?*
 - *Follow up? How? When?*
 - *Regular status updates? How often?*
 - *Submission of material for feedback. Timeframes?*

Done?

Preparation activities- Client collaboration

4. Ask your supervisor to arrange your first meeting with your client.

Progress?

5. Prepare for client meeting:
 - Read and understand as much as you can about the domain and project. *Where could you find information?*
 - Prepare questions. *How will you know what questions to ask?*
 - Decide on roles during meeting. *Who will ask questions ? Who will take notes? Who will listen carefully to answers to identify missing information or extra questions?*
 - *What happens after the meeting?*

Client Meeting

1. Act professionally. *What does this mean in terms of meeting your client? Communicating with them?*
2. Listen carefully during the meeting. *What is your client telling you? Can you identify the actual goals? Do they differ from what the client is telling you to do?*
3. Agree with the client how and when you will get back to them.
4. As soon as possible afterwards prepare a summary from your notes and send to your supervisor to confirm that you have not missed anything important.
5. Once confirmed by your supervisor, send your summary to your client and ask them to confirm your understanding. This helps to identify any misunderstandings or omissions as early as possible.

Project proposal guide

- The Project Proposal Requirements & Assessment Guide is available on AUTonline and provides complete details about all aspects of your project proposal.
- Read this guide and use it to help you prepare your proposal.
- Once you are happy that you have covered what is required in a professional manner (*proof read? Referenced?*) and in the required format send your draft to your supervisor. Provided they receive your draft in a timely manner your supervisor will provide feedback to help you address any gaps or issues.

Proposal Format

- *What form does your proposal take?*
- *What sections are included?*
- *Which of these do you not know enough about at the moment? How will you rectify that?*

Project Proposal

- Four printed and spiral bound copies are required of your proposal.
 - Forms will be provided for Print Sprint to cover printing and binding these. You can collect these in week 3 from WT Level 1 reception. Don't leave it until the last moment.
 - Bring the printed copies to the presentation.
- Add a digital copy to your portfolio.
 - It provides the trigger and the knowledge that underlies much that happens afterwards.

Project Proposal Presentation

- Presentation booking process
 - Presentations are in week 4.
 - A booking sheet will be available on AUTonline (under wiki/Project bookings). Identify at least two times when all your team members can attend.
 - Contact your supervisor and confirm that those times work for them.
 - Book your presentation by emailing BCISProject@aut.ac.nz (with a copy to your supervisor). Please provide a minimum of two suitable times.
 - Your booking will be confirmed and added to the booking wiki.

Project Proposal Presentation

- Presentation Process
 - Presentations will take place on WT Level 1. South campus room is yet to be confirmed. Please arrive in time and wait at reception for your supervisor.
 - There is 5 minutes set aside for you to enter room, hand out printed proposals and prepare.
 - **You have 10 minutes to present.** Be aware this is not very long. **Make sure all members get to speak.** Make sure the important things get said.
 - Do not be concerned if panel are reading your proposal as well while you are presenting.
 - 5 -7 minutes are allowed for questions from panel.
 - The panel will then confer for 5 -7 minutes.

Project Proposal Presentation

- Presentation Material
 - **Your presentation material is limited to 5 pages or 5 powerpoint slides.**
 - **You can bring your material on a usb stick or your own device that connects to an HDMI display connection.**
 - You may also use physical props if appropriate.
 - Use this material effectively. Diagrams often speak louder than words! Think carefully about the amount and font size of any text.

Project Proposal Outcomes

- The panel with either:
 - be satisfied that you have a feasible project and understand enough about it. They will approve your project to commence and may make recommendations. You will have done well and are 'good to go'!
 - approve it with specified conditions (which may need to be completed to your supervisor's satisfaction and within a particular timeframe).
 - decline to approve your proposal. If the panel does not approve your proposal you will be required to re-present at a later date before you can commence. A failure at a second proposal presentation may result in a failure for the project paper.

Project Proposal Feedback

- Feedback on your written proposal & presentation will address each of the content items (see mark sheet) as well as the overall quality and professionalism of the proposal.
- The grading will be moderated and you should receive the grade and the feedback within two to three weeks of the presentation (provided you do not need to re-present).

Life after Proposals

- Once your proposal has been approved you will be able to commence work on your project in consultation with your client and supervisor.
- Over the next semester you will be refining the project and its goals and your plans will need to be adjusted based on your improved understanding.
- Meet regularly with your supervisor to get their feedback on the process and the products you produce.

Take advantage of this opportunity!