

Assignment 4: Project Plan - Project Proposal

Submit digitally in Word Format only

Due Monday 2-11-2019 (11 pm, or sooner)

The key theme of **Assignment 4** is for you to describe to your advisor what you are planning to do during your design project. Thus, this proposal will include many of the items you have described in Assignment 1-3, including:

1. Problem Statement/Goal,
2. Customers/Stakeholder description,
3. Customer requirements, needs and expectations,
4. Constraints (cost, schedule, performance),
5. Project plan and schedule including key milestones and potential risks.
6. Literature Review

In addition to the information above, your team should also include the following:

7. **First revision of your “Project Approach/Description”:** To this point your team has focused on defining the problem you want to solve or the goal that you want to achieve. Now you need to also define/describe your approach for achieving this goal. Please outline the technical approach you will be using to achieve your goal. For example, what processing technique will you be using? What materials will you use? This will, of course, be your first draft of this information and you will continuously be modifying this plan. Keep in mind you are trying to tell your advisor/customer how you plan to achieve your objective. Make sure to include decision matrices where appropriate.
8. **Continuous improvement** on items 1-6 listed above.

Proposals should be approximately 3-5 pages in length.