

## Written Proposal

Student Names: \_\_\_\_\_

Project Title: \_\_\_\_\_

Question	Result		Comments
<b>Abstract:</b>			
1) Concisely summarizes project relevance	Yes	No	
2) Summarizes key objectives of the work	Yes	No	
3) Summarizes how the work will address the objectives	Yes	No	
4) Length of abstract is appropriate (half of a page to a full page)	Yes	No	
<b>Statement of Need:</b>			
5) Introduces a clearly defined problem	Yes	No	
6) Supported by appropriate references/statistics	Yes	No	
7) Maintains a hopeful tone indicating that a solution is possible	Yes	No	
8) Describes how solution differs from other available solutions	Yes	No	
<b>Project Description:</b>			
9) Objectives are enumerated and described fully	Yes	No	
10) Methods of addressing the objectives are described and address the objectives sufficiently	Yes	No	
11) Evaluation methods for each objective are described	Yes	No	
<b>Organizational Information:</b>			
12) Each team member's relevant background is described	Yes	No	
13) Includes a brief description of each team member's role and specific responsibilities to the project	Yes	No	
<b>Budget:</b>			
14) Formatted clearly	Yes	No	
15) Total is included and visually separated from other items	Yes	No	
16) Sufficient detail to support proposed solution	Yes	No	

<b>Schedule:</b>			
<b>17)</b> Includes assignment of tasks to individual team members	Yes	No	
<b>18)</b> Includes time for documentation and reporting throughout the project	Yes	No	
<b>19)</b> Details indicating thought has been put into project specific tasks	Yes	No	
<b>Conclusion:</b>			
<b>20)</b> Restates problem concisely	Yes	No	
<b>21)</b> Restates proposed solution concisely and addresses uniqueness of solution	Yes	No	
<b>22)</b> Highlights key points from proposal body	Yes	No	
<b>23)</b> Reiterates that solution solves the specific relevant problem introduced by proposal	Yes	No	

Additional Comments: