Written Proposal for next week…

Length: 10 page max (including figures, page count does not include "Front Matter"). Although a single student may be serving as editor and content gatherer, all students in the groups are required to author sections of the proposal related to their chief area of responsibility.

Front Matter

Title page: name of project, names of team members, group email address, type of report (proposal), and current date.

Abstract: one paragraph, ca. 150 words; state the problem, methods, expected results; no figures or references in abstract; do not use first person pronouns.

Table of contents

List of figures, if you have four or more. Figures should be numbered and labeled.

Body

Introduction: background motivation for the project. This section establishes the need for the project; state primary and secondary audience.

Statement of objectives: the clear objectives set for your project, purpose of the service/site; its scope.

Description of project: makes us "see" the project by describing proposed look and feel (use figures and flowchart), design strategies you will employ, technical requirements, tools needed and how you will acquire them, any platform/browser dependencies.

Tasks and milestones: show a Gantt chart which divides the life of the project into definable tasks (vertical axis) over time in weeks (horizontal axis). Punctuate the horizontal axis with important milestones you are expected to meet.

Roles each team member will perform.

 Please Note: All figures are given a caption and a figure number (placed below the figure) and are referenced in the text ("See Figure 1"). Figures should be placed within the text as close as possible to the reference.

End Matter

References (if applicable)

Email PDF to ebarrett, bentley, mckeown and bring one hard copy to class

Oral Presentation next week…

Oral Presentation Format

Time limit: 8 minutes (max.), followed by 7 minutes of Q & A.

Introduction: background motivation for the project. This section establishes the need for the project and states the primary and secondary audience.

Statement of objectives (be specific as possible)

Description of project: makes us "see" the project by describing proposed look and feel, design strategies you will employ, technical requirements, tools needed and how you will acquire them; note any platform/browser dependencies.

A preliminary mockup (can include visuals, wireframe, flowchart)

Project timeline Gantt chart.

List of deliverables: what you can realistically finish by the end of the semester.

Project team roles.

Q & A