

Sample Outline

The following is a sample outline for a project proposal. Note that all questions for a section may not apply to your proposal, and should be used as a general guide only.

1. **Introduction** (1 or 2 paragraphs)
 - Motivation Sentence
 - Summarize the problem (1 or 2 sentences)
 - Summarize the solution (1 or 2 sentences)
 - Describe format of rest of proposal (sections, etc.)
2. **Motivation** (1 to 3 paragraphs)
 - What is the history of the problem?
 - Why is this problem interesting?
 - When and why does the problem occur?
 - Is the problem already solved? What is done now?
 - Are there any similar systems or solutions to the one you propose? If so, reference and very briefly explain them.
 - Are there are possible improvements to current solutions?
3. **Project Summary** (1 paragraph)
 - What in general will this project achieve? (Do not delve into details or timelines.)
4. **Project Details**
 - *Architecture and Environment* (2-3 paragraphs + figures)
 - Describe the project environment (software, hardware, languages, organizations, etc.)
 - Diagrams and figures are useful here if appropriate.
 - What software, hardware, or tools will you use?
 - *Implementation Issues and Challenges* (2-3 paragraphs)
 - What will be the most difficult issues and challenges in the implementation?
 - How are you using or extending current tools/systems for your problem?
 - What makes your project unique?
 - *Deliverables* (3-5 paragraphs - point-form may be used for some of the description)
 - What will the project produce? (program, report, etc.)
 - Describe in relative detail the features of each of the project's products.
 - You may wish to separate deliverables into phases and indicate optional components given time.
 - **Emphasize what your project contributes or achieves!**

- *Timeline* (1 paragraph - point-form is suitable)
 - Provide an estimated timeline of project deliverables and important dates.
- 5. **Conclusion** (1 paragraph)
 - Summarize the project including the problem, motivation, and proposed solution, and re-state important (planned) contributions.
- 6. **References**
 - List references used to compile proposal and references that will be used for project (if already known).