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 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!**
o *Timeline* (1 paragraph - point-form is suitable)
  - Provide an estimated timeline of project deliverables and important dates.

5. **Conclusion** (1 paragraph)
   o Summarize the project including the problem, motivation, and proposed solution, and re-state important (planned) contributions.

6. **References**
   o List references used to compile proposal and references that will be used for project (if already known).