# ENGR 4950

**Capstone Design Project Proposal Guidelines**

This resource was created from resources shared by Dr. Scott Mason of Clemson University

Slides Due: Thursday, September 12th

Presentation: Tuesday, September 17th

# Purpose

In writing the Project Proposal, the Design team has seven objectives:

* Describe the sponsoring organization
* Describe the sponsor’s problem and sponsor’s motivation to work on the problem
* Define the objectives of the Design project
* Define and schedule the activities and tasks required to meet these objectives
* Specify and assign the resources necessary to complete the defined tasks
* Identify and schedule the deliverables for the sponsor
* Justify the suitability of the Design project

# Deliverable Submission

Each Design team must submit their Design Project Proposal to Canvas by 7:00 AM EST on the due date. The submission should be a professionally written and formatted **Microsoft PowerPoint** document.

# Minimum Content

Introduction

* Describe the sponsor
* Define the nature of the problem
* Review the motivation of the sponsor and the importance of the problem

Objectives and Deliverables

* For each project objective
  + Define the objective
  + Define the tasks and activities required to meet the objective
    - Identify the engineering tools and techniques to be applied in the project
    - Identify the resources required to complete each task (personnel, software, etc.)
    - Allocate the resources to the tasks
  + Define the deliverable(s) that the sponsor can expect to receive
  + Identify the beginning and end of each objective, as well as incremental time frames for each action needed to meet the objective (known as a deliverable)

Project Timeline

* Break the project down into individual objectives; break each objective into actions (deliverables), and identify how long each deliverable will take to complete. Then, using Microsoft Excel, create a Gantt Chart (or other time management tool) to create a detailed tentative project timeline. Include this timeline within your PowerPoint presentation.

Justification

* Describe how the project meets the requirements of an Industrial Engineering Capstone Design Project

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