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Project Cover Sheet

Project Name: _____

Name: _____

Table of Contents

Proposal Introduction.....	1
Review of Other Work	1
Project Rationale.....	2
Systems Analysis and Methodology	3
Goals and Objectives	4
Project Deliverables	5
Project Plan and Timelines	6
References	8
Appendix 1:	9
Appendix 3:	10

Proposal Introduction

The Proposal Summary section has a suggested length of 2 to 4 pages. This is the section where you should introduce the organization and describe the problem and the scope of the proposed work. This is the Normal Paragraph style. Paste or type your Proposal Summary here, replacing this paragraph.

Note: Here are the passing rubric items for the Introduction Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a logical overview of the project, with limited detail. The candidate provides a logical overview of the project, with adequate detail. The candidate provides a logical overview of the project, with substantial detail.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

Review of Other Work

The Review of Other Work section has a suggested length of 3 to 5 pages. The Review of Other Work section is where you “validate” using third party sources, both, the problem that you are trying to solve and the solution that you are proposing. Typically, you are looking for 4-6 references (all cited in-text and at the end in APA format) that support your project. References can be case studies, implementation guides, published best practices or any other resource that helps to tell the story of why you need to make the changes that you are proposing. This is the Normal Paragraph style. Paste or type your Review of Other Work here, replacing this paragraph.

This is the Block Quotation style. Use it for quotations of external work that exceed approximately 40 words. This is the Block Quotation style. Use it for quotations of external work that exceed approximately 40 words. This is the Block Quotation style. Use it for quotations of external work that exceed approximately 40 words.

Note: Here are the passing rubric items for the Review of Other Work Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a review, with limited detail, of what other third-party work has been done on the topic. The candidate provides a review, with adequate detail, of what other third-party work has been done on the topic. The candidate provides a review, with substantial detail, of what other third-party work has been done on the topic.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

Project Rationale

The Rationale section has a suggested length of 2 to 3 pages. Use this section to elaborate on your proposed solution and methods/approach to solving your stated problem. This is the Normal Paragraph style. Paste or type your project Rationale here, replacing this paragraph.

Note: Here are the passing rubric items for the Rationale Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a rationale for the project, with limited support. The candidate provides a rationale for the project, with adequate support. The candidate provides a rationale for the project, with substantial support.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

Systems Analysis and Methodology

The Systems Analysis and Methodology section has a suggested length of 2 to 4 pages. In this section, you should describe the current state of the relevant environment and discuss how the current state will drive or affect the definition and implementation of your proposed solution. Also, make sure that you define the specific methodology (process) that you will follow when you execute your project. For instance, will you use the SDLC, ADDIE, Agile programming...or some similar methodology that is designed to ensure that your project deliverables meet the project requirements. This is the Normal Paragraph style. Paste or type your Systems Analysis content here, replacing this paragraph.

Note: Here are the passing rubric items for the Systems Analysis and Methodology Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a plausible analysis, with limited detail, of the current state of the project environment. The candidate provides a plausible analysis, with adequate detail, of the current state of the project environment. The candidate provides a plausible analysis, with substantial detail, of the current state of the project environment.

The candidate provides an appropriate methodology for executing the project, with limited detail. The candidate provides an appropriate methodology for executing the project, with adequate detail. The candidate provides an appropriate methodology for executing the project, with substantial detail.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

Goals and Objectives

The Goals and Objectives section has a suggested length of 3 to 5 pages. It is important that you differentiate between the terms “Goal” and “Objective”. They are two different things.

Goals are high-level issues that typically provide the “Why” for a project while objectives are more mid-level tactics that tend to address the “How”. Objectives should be specific and measurable and it is normal for several objectives to combine to satisfy a goal. This is the Normal Paragraph style. Paste or type your Goals and Objectives discussion here, replacing this paragraph.

Note: Here are the passing rubric items for the Goals and Objectives Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a logical explanation, with limited detail, of the goals and objectives for the project that includes the given information. The candidate provides a logical explanation, with adequate detail, of the goals and objectives for the project that includes the given information. The candidate provides a logical explanation, with substantial detail, of the goals and objectives for the project that includes the given information.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

Project Deliverables

The Project Deliverables section has a suggested length of 5 to 8 pages. Use this section to expand on each of the objectives that you identified previously. List and describe each of the specific activities that must be completed in order to meet project objectives. Similar to the relationship between objectives and goals, it is common for many deliverables to combine to meet high-level objectives. This is the Normal Paragraph style. Paste or type your Project Deliverables content here, replacing this paragraph.

Note: Here are the passing rubric items for the Deliverables Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a logical explanation, with limited detail, of what types of deliverables the project will provide. The candidate provides a logical explanation, with adequate detail, of what types of deliverables the project will provide. The candidate provides a logical explanation, with substantial detail, of what types of deliverables the project will provide.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

Project Plan and Timelines

The Project Plan and Timeline section is where you will address the sequence and timing for the deliverables and Milestones that make up your project. ALL deliverables that you identified in the previous section should be listed in a table similar to the following one. Key elements of the timeline are the expected duration, start date and end date for each task. This is the Normal Paragraph style. Paste your Project Plan and Timeline overview here, replacing this paragraph and use the following table as a guide for organizing your project plan.

Project Deliverable or Milestone	Duration	Planned Start Date	Planned End Date

Note: Here are the passing rubric items for the Project Plan and Timeline Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

The candidate provides a projected timeline with milestones, with limited detail, for the project. The candidate provides a projected timeline with milestones, with adequate detail, for the project. The candidate provides a projected timeline with milestones, with substantial detail, for the project.

Do not leave this table in this document. Select the entire text box and delete it prior to submitting your proposal.

References

Enter your references to external work here, using the “Hanging Indent” style. Enter your references to external work here, using the “Hanging Indent” style. Enter your references to external work here, using the “Hanging Indent” style.

Purdue owl: APA formatting and style guide. (2012). Purdue online writing lab. *Citation style chart*. Retrieved from <http://owl.english.purdue.edu/owl/resource/949/01/>

Note: Here are the passing rubric items for the Project Plan and Timeline Section.

2 - Minimally Competent 3 - Competent 4 - Highly Competent

When the candidate uses sources, the candidate provides appropriate in-text citations and references with major deviations from APA style. When the candidate uses sources, the candidate provides appropriate in-text citations and references with minor deviations from APA style. When the candidate uses sources, the candidate provides appropriate in-text citations and references with no readily detectable deviations from APA style, OR the candidate does not use sources.

Appendix 1:

Note: Copy this into a separate Document and Save As “Project Waiver or Release Statement”. Check the appropriate box and uploaded the completed document as Task 1 in TaskStream for evaluation, then delete this content from your Technical Writing document...it must be submitted as a separate file, not as an appendix within your proposal document.

Project Waiver or Release Statement

It is the policy our policy projects should not be based upon, and should not include, any proprietary or classified information or material belonging to your employer or any other organization (“Restricted Information”) without appropriate authorization.

Accordingly, in conducting your project you are required to make one of the following declarations:

- My project is not based upon and does not include Restricted Information.**

- My project is based upon and/or includes Restricted Information. Before submitting any work I will obtain authorization to use the Restricted Information in the manner proscribed by.**

<Electronic or Original Ink Signature>

< Date>

Appendix 3:

Paste body of Appendix 3 here. That is, if you have one. If not, delete this entire section.

If the appendix refers to a separate file, include the name of the file here.



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