



Prince Mohammad Bin Fahd University

**Electrical Engineering Department**

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## **Project Proposal Template**

**Version 2.0**

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## Proposal Format:

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The purpose of this document is to present your project idea to your project supervisor/instructor with enough details to convince him about your idea and get it approved.

Before you decide on a project and prepare a proposal, identify the people you want to work with – people with the right attitude and skills and who are team players. Discuss ideas in a group meeting and also have a brainstorming session. This will help you in looking at an idea from different angles/perspectives and in identifying requirements and constraints.

General guidelines:

- Form a team and select a group leader
- Choose an appropriate and attractive title for your project
- Clearly state the main project idea – this is your problem statement
  - Describe why you have chosen this idea
  - Describe the benefits it brings and the problems it solves
- Identify project requirements and constraints – this will be your project scope
- Identify what resources you will require in order to complete your project in the allotted duration – team members you will need, cost of parts you will require, hardware and software tools, etc.
- Describe how you plan to solve these problems – design methodology
- Prepare a project plan in the form of a Gantt chart. A project without a plan will most likely fail (remember: “if you fail to plan – then plan to fail”)
  - Breakdown your project into a set of tasks required to complete the project.
  - Estimate the time duration for each task and assign tasks to team members
  - Define the role of each team member

The required format for your proposal is given below.

1. **Cover page:** include a cover page (see next section).
2. **Problem Statement/Abstract:** Describe briefly and clearly the main idea of your project, why you have chosen it and what benefits it bring or problems it solves.
3. **Project Scope:** In this section you define the scope of your project – what you plan on doing as well as what you are not doing. Identify the requirements specifications and constraints.
4. **Introduction:** Provide the necessary background to the project idea including the overall objectives, design specifications and approach.

5. **Design Methodology:** In this section you describe the methodology/approach you will adopt in your project in order to meet your project objectives. Use diagrams/figures to illustrate preliminary ideas for your system design.
6. **Project Plan:** In this section, you describe how you are going to manage your project. Show your project plan in the form of a Gantt chart.
  - Breakdown your project into a set of tasks required to complete the project.
  - Estimate the time duration for each task and assign tasks to team members.
  - Define the role of each team member.

**Note:** Your project plan will most likely change during the course of your project. Know that this is normal/expected.
7. **Proposed Budget:** In this section, you outline an estimate of the budget for the project which includes cost of parts, components, software tools, etc.
8. **Project Deliverables:** In this section, you list out the expected project deliverables (results or outcomes) such as a product, detailed design documents, a final report, publications, etc. The success of the project depends on producing these deliverables and the project team will be responsible for the same.
9. **Conclusions:** Write briefly about why you think your idea is good, how important it is in terms of solving a real-world problem, its benefits and its limitations.
10. **References:** List all the references you have cited in the write-up. Refer to the document “General guidelines for writing Technical Reports” for guidance on citing references.

**Cover Page:** Your proposal must have a cover page with the following information:

- Name of department and university
- Project title
- Names and IDs of group members
- Date of submission
- Supervisor name

See next page for a sample cover page.

**Department of Electrical Engineering**  
**Prince Mohammad University**

PROJECT PROPOSAL

Design of a Smart Home System

Group members:

Abdullah - 201010101

Osama - 201010102

Date of submission: 22/4/2012

Supervisor: Mr. Ahmed A Hussain