

What is a Project Proposal?

After your template is approved, you will begin work on your formal Project Proposal.

The formal Project Proposal is a two-page, typed, double-spaced essay in your own words. Use only Times New Roman or Arial fonts. These two fonts are the most widely used in the work place and are considered standard in the business community.

It's important to remember that there is no "wrong" answer in this writing. You should be organized in your thinking and use first person. This plan is what you intend to do, learn, observe through your project.

Your proposal should explain a bit about why you chose your topic.

Make some predictions about what you will be doing and learning. However, true investigation and research almost always ends up in a different place than where it began. Expect your ideas to change somewhat. This culminating project puts a great deal of emphasis on the **journey of investigation**. The most important component is you. You must be willing to remain curious. The best researcher is the person who asks the best questions.

Remember that this is formal writing. Your final document will need to be edited and error free.

Making Changes to your Plan

If you make changes to your Project Plan you must submit a new one.

If these elements change, then all following elements of your Plan will most likely change as well. These changes must be explained and **communicated in writing** to the Project Manager and later to the Presentation Board.

Making changes to your Plan after October greatly increases your risk of failing to complete each component of the Culminating Project on time and at standard. Discuss all possible changes with your teacher or project coordinators.

You are allowed to change the following without consultation. You may want to address these changes in your written Reflection and Learning Log.

- Resources
- Personal Timeline
- Budget/Materials
- How you will present your project

CULMINATING PROJECT PROPOSAL CHECKLIST

Please use this rubric as a guide to completing your Project Proposal. Attach this document to your Project Proposal.

<u>Yes</u>	<u>No</u>	<u>Guidelines</u>
_____	_____	The proposal meets the safety requirements and standards for rigor.
_____	_____	The student has the required signatures on the Project Proposal/ Approval form.
_____	_____	The proposal is word processed, double-spaced, 12-point font using Times New Roman or Arial.
_____	_____	The proposal is proofread and contains no spelling or grammatical errors and no contractions.
_____	_____	The proposal has the Project Proposal attached.
_____	_____	The proposal contains a paragraph explaining the student's general area of interest, and why this area was chosen. It also explains what the student already knows, or has accomplished in this area.
_____	_____	The proposal integrates communication.
_____	_____	The proposal contains a paragraph on what specific research the exploratory paper will focus on and what resources and specific people the student would like to contact.
_____	_____	The proposal contains a paragraph with a statement of intent: description of the project, who will be involved, potential budget and time investments, and result of the project.
_____	_____	The bibliography/annotated bibliography (if applicable) is done in the correct MLA or APA format.

Congratulations! Your Project Proposal has been accepted!

Teacher/Advisor Signature	
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Please ***resubmit your proposal***, along with your original proposal, by: _____
Date

Teacher/Advisor Signature	
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Project Proposal Rubric

Teachers/Advisors: Use this form to assess if the student has met the Project Proposal Guidelines.

Yes	No	Guidelines
		The proposal meets the safety requirements and standards for rigor.
		The student has the required signatures on the Project Approval Form.
		The Proposal is word processed, double-spaced, in a 12 point font using Times New Roman or Arial.
		The Proposal is proofread and contains no spelling or grammatical errors.
		The Proposal has the required title page .
		The Proposal contains a paragraph explaining the student's general area of interest, and why this area was chosen. It also explains what the student already knows, or has accomplished in this area.
		The Proposal contains a paragraph with a statement of intent: what is the project, who will be involved, potential budget/time investments, and result of the project.
		Additional teacher or course requirements.

- Congratulations!** Your Project Proposal has been accepted!

Teacher/Advisor Signature/Date	
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- Please **resubmit your proposal**, along with your original proposal, by _____ (Date)

Teacher/Advisor Signature/Date	
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