

Proposal

Title Page: Your Full Name, Date, Class Title, Project Title

I. Concept

Abstract/Summary of Thesis - approximately 100 words

II. Detailed Project Description

Minimum 1 ½ page, maximum 2 page - include intended audience

III. Goals

A. List and explain objectives.

B. What will you learn from this project?

C. Why are you proposing this specific project?

IV. Resources

List all tools, software, supplies and budget needed

V. Research

A. Current Information

1. Professionals that have researched similar work (include examples)
2. Professionals and projects that inspired/influenced you to research this topic
3. Historical and current trends and context pertaining to this research project
4. Related articles, books, web sites that you have read that have led you to this project

B. Anticipated Research

1. What information will you need to learn to create a thorough presentation?
2. What questions do you intend to answer?

VI. Execution Schedule

A. Fully Detailed Calendar – REQUIRED to be considered

B. Estimated Preparation Duration & Total Project Effort Hours

Identify the estimated project duration and total estimated work effort hours.

Document the basis of your estimates and the accuracy of the estimate by specifying a range around the estimate (e.g., 50 hours +/-10hours, 40 hours +/-25%)

VII. Planned Results

List the expected results that will be in place at the end of the project: screening, exhibition, distribution, dissemination, performance, venue development. Provide numbers or quantities where possible.

VIII. Risks

Identify any major project risks known at this time. A risk is an uncertain event or condition that can have either a positive or negative impact on a project's objectives.

IX. Attachments

Sketches, digital images/photos, storyboards, web sites, resources, etc.