

ELG4126: Project Plan Format

Below are general guidelines for your ELG4126 Project Plan. Each project will turn in a single project plan. Your project plans do not need to be long, but they do need to describe clearly each aspect of the project. In general, write concisely and clearly using the least space necessary to get the job done!

Title Page: Project Proposal Title, Student(s) Name(s), Major/Year, Contact Info.

- 1. Abstract:** Briefly state the goal of your project and its intended outcome(s), the impact of your project, its relationship to sustainability, the kinds of activities you will undertake to pursue your goal, and how you will measure its success. Note: Write the abstract after you have completed your project plan. It should be a complete standalone summary. 250 words maximum.
- 2. Problem Definition, Context & Background:** What is the **sustainability** issue addressed? How does your topic relate to sustainability in general? Give background information and situate your specific topic within a broader context. 200 words maximum.
- 3. Project Description:** How will you address your sustainability issue? What will this project look like, how will it operate? Include a *goal statement*: You should include a goal for this year and you can also include future goals for the project. Include specific project objectives: Objectives are the items you intend to achieve during your project during this year. How will you accomplish your goals and objectives? Include an impact/needs statement: What are the beneficial impacts of your project? Who will be affected positively? What other options are there to address this issue and why is this one the option of choice? 350 words maximum.
- 4. Project Timeline:** What is the timeline for your project? List projected dates associated with major activities and objectives. What steps are needed to implement the project and what “milestones” will be used to measure progress towards the final goal? 300 words maximum.
- 5. Demonstrations Strategy, Limitations and Tradeoffs:** How will you prove to others that this is a good idea? What additional research, development or demonstration needs to be conducted before this project is implemented? What potential pitfalls do you anticipate along the way? What are the limitations of this solution? 200 words maximum.
- 6. Measurable Results:** What outputs will be produced by this project? What outcomes will it achieve? What assumptions do you need to make in order to reach these conclusions? Be as specific and quantitative as possible in this section, include all calculations necessary. 300 words maximum.
- 7. Evaluation:** How will you demonstrate that your results have been achieved? What measures will you use, when and how will this be done? What assumptions do you need to make in order to reach these conclusions? Include all calculations necessary. 300 words maximum.
- 8. Budget and Budget Justification:** Include a simple budget and list the tools, equipment, and human resources you will need to complete different parts or phases of this project. 300 words maximum.
- 9. References:** All information you include in your project plan should be cited. Be sure to properly and consistently format your references.
- 10. Appendices:** Use this space to add extra diagrams and supporting information. If you add appendices, be sure to refer to them in the proposal text.

