

## Guidelines for Project Proposals\*

A technical proposal, often called a "Statement of Work," is a persuasive document. Its objectives are to

1. Identify what work is to be done
2. Explain why this work needs to be done
3. Persuade the reader that the proposers (you) are qualified for the work, have a plausible management plan and technical approach, and have the resources needed to complete the task within the stated time and cost constraints.

What makes a good proposal? One attribute is *appearance*. A strong proposal has an attractive, professional, inviting appearance. In addition, the information should be easy to access. A second attribute is *substance*. A strong proposal has a well-organized plan of attack. A strong proposal also has technical details because technical depth is needed to sell your project. Remember: A proposal is a persuasive document.

### Required Format

Format consists of the layout and typography of a document. In formatting your proposal, use the guidelines in Table 1. A template to produce your proposal exists at the following web page:

[http://www.writing.eng.vt.edu/design/proposal\\_template.doc](http://www.writing.eng.vt.edu/design/proposal_template.doc)

One aspect of layout is the incorporation of illustrations. In your proposal, each illustration should have a name and be formally introduced in the text. Illustrations consist of figures and tables. Figures include photographs, drawings, diagrams, and graphs. Each figure should have a stand-alone caption, and the key points and features should be labeled. Tables are arrangement of words and numbers into rows and columns. Use tables to summarize lists that the audience will try to find later (the budget, for instance).

**Table 1.** Format guidelines for requested proposal.

<b>Aspect</b>	<b>Description</b>
Font for headings	Boldface serif or sans serif; size in accordance with hierarchy
Font for text portion	12-point serif such as Times New Roman or Book Antiqua
Margins	Standard, at least 1 inch
Layout	One column, single-sided
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Figure names	Numbered: Figure 1, Figure 2, Figure 3, and so forth
Figure captions	Below figure in 10 point type
Table names	Numbered: Table 1, Table 2, Table 3, and so forth
Table headings	Above table in 12 point type

\* Adapted from Guidelines at the Penn State Learning Factory: <http://www.lf.psu.edu/>

# Engineering Project Proposal Format Sample

**Brad Henderson**



## **Engineering Project Proposal Format Sample:**

**Guide to Research Projects for Engineering Students** Eng Choon Leong, Carmel Lee-Hsia Heah, Kenneth Keng Wee Ong, 2015-07-28 Presents an Integrated Approach Providing Clear and Practical Guidelines Are you a student facing your first serious research project If you are it is likely that you ll be firstly overwhelmed by the magnitude of the task and secondly lost as to how to go about it What you really need is a guide to walk you through all aspects of the research *Academic Writing in Engineering* Amir Yazid Ali, Norlida Ahmad, Amirah Athirah Amir Yazid, A well formatted academic document filled with the required contents can captivate reading and help students in scoring high marks This book discusses ways to write good academic writings for engineering students The common sections such as abstracts introduction literature review methodology results discussion and conclusion are explained in detail This book also explains how to write the sections appropriately for academic reports such as laboratory reports capstone reports design reports final year project reports and research writing such as final year thesis master s thesis doctoral dissertation and research manuscript Senior Design Projects in Mechanical Engineering Yongsheng Ma, Yiming Rong, 2021-11-10 This book offers invaluable insights about the full spectrum of core design course contents systematically and in detail This book is for instructors and students who are involved in teaching and learning of capstone senior design projects in mechanical engineering It consists of 17 chapters over 300 illustrations with many real world student project examples The main project processes are grouped into three phases i e project scoping and specification conceptual design and detail design and each has dedicated two chapters of process description and report content prescription respectively The basic principles and engineering process flow are well applicable for professional development of mechanical design engineers CAD CAM CAE technologies are commonly used within many project examples Thematic chapters also cover student teamwork organization and evaluation project management design standards and regulations and rubrics of course activity grading Key criteria of successful course accreditation and graduation attributes are discussed in details In summary it is a handy textbook for the capstone design project course in mechanical engineering and an insightful teaching guidebook for engineering design instructors *A Math-Based Writing System for Engineers* Brad Henderson, 2019-09-30 This book presents the generative rules for formal written communication in an engineering context through the lens of mathematics Aimed at engineering students headed for careers in industry and professionals needing a just in time writing resource this pragmatic text covers all that engineers need to become successful workplace writers and leaves out all pedagogical piffle they do not Organized into three levels of skill specific instruction *A Math Based Writing System for Engineers* Sentence Algebra professionals seeking a thorough left brained treatment of English grammar and go to document structures and ESL engineers at all levels **Global Engineering Project Management** M. Kemal Atesmen, 2008-04-15 Imagine the dynamics of an international engineering project such as this one a U S group designs prototypes and qualifies disk drive heads wafers for the drive heads are

manufactured in the U S and sent to Malaysia for subassembly a South Korean firm assembles these components the final product a fully automated disk drive is completed in Japan In addition to the global complexities of the project there are a host of issues in leading the project team spread across continents Global Engineering Project Management aligns real world experiences in managing global projects with practical project management principles The author demonstrates how to anticipate issues covering everything from start up planning and supply management to cost containment post project evaluation and protecting intellectual property He explores technologies virtual teams traditions economics politics and legal issues in the context of international projects as well as compares the differences with domestic projects He also highlights the complications of international bidding the extra time and effort needed for multi national team formation and management and often overlooked project closure tasks As the world goes global engineering projects increasingly involve multiple countries each having unique politics cultures and standards that all add layers of complexity to project management These variables multiply fast and consequently a project manager s responsibilities multiply faster Examining these challenges from start to finish the book provides practical advice on how to navigate the issues unique to global engineering project management

**Managing Engineering Design** Crispin Hales, Shayne Gooch, 2004-08-30 Features include jargon free language with well tried real world examples useful tips for managers at the end of each chapter a comprehensive bibliography at the end of the book It is also highly informative for graduate and undergraduate engineering students and ideally suited for establishing a web based design management system for geographically dispersed teams Changes in the second edition New case studies Expanded text in each chapter about 50 new pages worth including a wholly new chapter on the analysis of the design process as a whole

*Engineering Office Systems and Methods* John Percival Davies, 1915

Managing Business and Engineering Projects John M. Nicholas, 1990 An overview of the concepts and technology of project management as they apply to a wide range of business and technical situations

*Management of Engineering Projects* Victor G. Hajek, 1984

**Engineering World** ,1926

A Tentative Proposal for a Manual of Practice for Specification Writing Methods Construction Specifications Institute. Specification Methods Committee T-3, 1961

*Agricultural Engineering* ,1922

Indian Engineering ,1921

**The Engineering Record, Building Record and the Sanitary Engineer** ,1899

**Engineering News-record** ,1922

Engineering and Contracting ,1913

*How to Prepare Effective Engineering Proposals* Emerson Clarke, 1962

Engineering and Contracting Halbert Powers Gillette, 1911

*Engineering & Contracting* ,1919

Patrick Engineering, Inc. V. City of Naperville ,2011

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### **Engineering Project Proposal Format Sample Introduction**

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