BME4900 Proposal Format

The purpose of the proposal is to motivate upper management to fund the project and is often referred to as a business plan. It should be clearly written so that this objective is absolutely clear.

For equations, use Word’s equation editor. Use single line spacing throughout the report and make sure that pages are numbered.

The following are essential elements of the report.

Page One:

Title of Project
By
Student Names
Client Contact: Name(s), Organization, Address, and Phone Number.

Page Two and Beyond:

Executive Summary
Summarizes the key features of the proposal.

Maximum 1 page. (10 pts)

1 Introduction
This is an expansion of what was written in the project statement.

1.1 Background (client and disability)
1.2 Purpose of the project
1.3 Previous Work Done by Others
1.3.1 Products
Describe other products that are similar to this product from ABLEDATA, NSF Book Series, web searches, company catalogs, …
1.3.2 Patent Search Results

Minimum of 2 pages. (30 pts)
2 Project Description

2.1 Objective
Provide an overview of the device and any highlights. This overview describes what the product does and how you are going to implement it. You can describe major components here and any creative innovations.

Minimum of 1 page.

2.2 Methods
This section provides a detailed description of the project. You should include block diagrams and figures here. Components can be specified if desired and some technical analysis can be presented to support the project.

Minimum of 3 pages. (30 pts)

3 Budget
The cost of building the project should be detailed as completely as you can at this time. It is purely a rough estimate. Compare to the price of other products on the market. You should scale the price of your product to be 35% of the prototype costs.

Minimum of 1 page. (20 pts)

4 Conclusion
A one to two paragraph summary of the project. Be sure to highlight the important points that makes your product unique, and deal with market and budget issues.

Less than 1 page. (10 pts)