**Project Proposal Template**

The purpose of the proposal is primarily to communicate to students and faculty the nature and scope of the project for their project selection process. Keeping in mind that the students will be reviewing about 20+ projects proposals to make their choices, the proposal should be succinct. Engineering details and deeper project background can be conveyed once the program is underway. The faculty will review the proposals as they come into the program and give feedback to the sponsor to improve the proposal and perhaps define the scope.

Length: 1-2 pages including any images (2 page maximum)

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**Project Title:**

**Company & Division Name:**

**Company or Division Description:** Products, market position, facilities, years in business, general info.

**Contact:** name, title, mailing address, phone, email.

**Project Type:** (New product design, Improvement to existing product, Improvement to existing manufacturing process, Design of one-off manufacturing equipment, Development of test procedure or test equipment, Research & development, etc.)

**Application/Market Area Description** (1 or 2 paragraphs) Include a description of what market is being serviced and size ($, volume, etc.). What are the current or state of the art technologies in this problem space? Why is it important to work on this project?

**Problem to be Solved:** What needs to be improved to impact this market area? **Image** (optional, but beneficial for students trying to understand project)**.** Device to be improved**.**

**Requirements for the Design:** When the prototype is delivered what are the key requirements? Size, speed, cost, precision, tolerances, manufacturability, patentability, etc.

**Deliverables:** Manufacturing drawings, electrical schematics, working prototype, modeling, data, etc.

**Sponsor Resources:** Unique features available through sponsor (access to special facilities, etc.).

**Special Considerations:** Dates, deadlines or opportunities which might affect project. Also list if an NDA with the School of Engineering and/or students will be needed (and begin this process ASAP!)

**Suggested Student Discipline Breakdown (Mechanical/Electrical/Computer/Civil Engineers):** For example - 2 ME, 1 EE, 1 CpE, 1 Civil (this may be modified based on enrolled students and project needs)

**Targeted Project Session:** Please indicate summer/fall or fall/spring and if you are willing to roll the project over to the next session if we are unable to place the right mix of students for your preferred project start.

**SEND ALL PROPOSALS to: Tiffany Ling** [**ling1596@stthomas.edu**](mailto:ling1596@stthomas.edu)