Due
This assignment is divided into two parts: a draft proposal and a final proposal. The draft is due in electronic form by 5 PM on September 15 (please email your draft to Dr. Bickel, ebickel@tamu.edu). The final proposal is due September 22 by 5 PM. Please email your final proposal to Dr. Bickel and Sera (sera@tamu.edu) and submit a hardcopy to Dr. Bickel.

In order to earn the right to earn a better score on your final proposal you must earn at least a 70% on the draft proposal.

Purpose
The purpose of the project proposal is for you, your faculty mentor, and your client to share a common purpose, perspective, and scope regarding your design project.

In writing the proposal, you have six objectives:
- to describe the client organization and motivate the client's problem
- to define the objectives of the design project
- to describe your methodology and identify why your team should be hired (you need to detail the IE methodologies you will use)
- to define and schedule the activities and tasks required to meet the objectives
- to specify and assign the resources necessary to complete the defined tasks
- to identify and schedule the deliverables for the client

Suggested Timeline (Note: You may turn in your proposals earlier! These are deadlines.)
1. Meet with your faculty mentor ASAP. Introduce the team, discuss the project, your path forward, and schedule a regular meeting date and time (at least every two weeks). Ask your faculty mentor if they would like to attend your initial site visit.
2. Meet with your client the week of September 5-8 to scope the project. Your goal should be to meet them, introduce the team, and flush out the proposal (note: the project descriptions you were provided should serve as a starting point, but are not the end). In addition, you need to layout the plan/schedule for how you will work together.
3. Create a draft proposal and discuss it with your faculty mentor September 11-13. After your faculty mentor has had a chance to provide feedback, submit your draft to Dr. Bickel for review. Dr. Bickel will provide feedback by Monday, September 18.
4. Send your proposal to your client after incorporating Dr. Bickel's feedback and schedule a time to discuss and finalize it.
5. Submit your final proposal on September 22 along with the Proposal Agreement Form (please course website). Your proposal is not complete without this form.

Deliverables
Please see the course website for the Proposal Guidelines. In addition to these guidelines, make sure you have covered the Purposes listed above.