

UNIVERSITY OF ILLINOIS AT CHICAGO
DEPARTMENT OF MECHANICAL & INDUSTRIAL ENGINEERING
ME/IE396: SENIOR DESIGN

MEMO 2- PROPOSAL SUBMISSION

Purpose – To prepare a document that facilitates the communication between you and the sponsor/instructor on the issues related to the scope of the project, approach to solving the design problem, and resources required. In practical settings, proposals are often submitted to request the funding for projects.

Important Components – The writing formats can vary significantly. However, the following important components should be included in one way or another:

- Title
- Project overview (less than one page summary of the whole proposal)
- Background information (Where does the problem come from? What exists and what need to be done?)
- Statement of the problem (including examination of design criteria, objectives, constraints etc.)
- Project goals and major tasks
- Technical approach (design process, analytical approach etc.)
- Evaluation plan (how do you know your goals are accomplished?)
- Project organization (personnel, time, etc.)
- Needed resources (personnel, facilities, equipment, supplies, budget)
- Important references
- Other supporting materials (maybe provided Appendices)

Resource – Guides for writing a successful proposal are widely available in literature. Some can be obtained via internet.

Format – All reports are to be produced in a professional style and are to be typewritten. A report should have a cover page that lists the project title and team members. A “Table of Contents” is desired if the report exceeds 5 pages. Page numbers are needed for both the main text and appendices.

Deadline – September 18, 2002 (Wednesday)