

## Proposal for Study and Feasibility Study for a Non-Profit Organization

There are two major assignments remaining: an individual proposal for your final project (150 points) and your final project (200 points). These combine for **35 percent** of your final grade in the course. You **may work as a team**, limited to two people, on the final project. However, the memos and the proposal remain **individual** assignments.

The goal of this project is to study a problem facing a non-profit organization, propose a solution, and explore the feasibility of the solution in a formal report. In business it is common to identify a problem, accepted several proposals for solutions, and then obtain feasibility reports on a handful of most likely solutions.

Most students in 3562 identify a documentation need and create sample documents for their final project. Sample document pages can count towards your final word count. While this is an ideal exercise, it is permissible to explore another type of challenge facing the non-profit.

### Deadlines

Date	Items Due	Category	Points
Mar. 12	<b>Proposal Memo Due.</b> A peer will evaluate the project concept. Bring the memo to class <b>Mar. 24</b> for the peer.	Memos	10
Mar. 24	Evaluation of <b>one</b> team member's proposal memo. Be detailed in your evaluation. Why is this a worthy project? How well written is the explanatory memo?	Participation	10
Mar. 31	Draft Proposal in class, based on examples and the Anderson text. Editing in class during lab time.	Proposal	25
	Peer Editing (use Anderson checklist) during class time.	Participation	20
Apr. 2	<b>Final Edited Proposal</b> , via e-mail to instructor. These are due absolutely on Apr. 2, not one day later!	Proposal	125
Apr. 9	<b>Memo Due: Analysis of Feasibility Studies.</b> We will analyze these in class, with the write-up due as a two-page memo.	Memos	10
Apr. 21	Memo Due: Progress Update	Memos	10
	Give a peer sample pages to evaluate (evaluation due in one week)	Participation	10
Apr. 28	Peer review of samples due. <b>First Oral Presentations Begin:</b> Experiences and Findings.	Project	50
May 5	<b>Binder, Final Project Due in Class.</b> Classes have voted on due date, either the last class session or the finals day. We would meet for the finals period. Grades tend to be higher with the extra week.	Project	150

### Proposal of Project

The proposal should identify both a potential non-profit client and the problem facing the client. The proposal does not need to suggest a solution to the problem; instead the purpose is to illustrate why there should be a larger study. The proposal should be approximately **four to six pages**, including visual elements but excluding the cover.

To obtain an A or B grade, the proposal must accomplish the following:

- Explain of the client's role within the community;
- Identify a problem facing the client; and
- Recommend an approach to study the problem.

## **Example Projects from the Past**

- Instructions for inspecting and mending coats / jackets donated to local children;
- Flyers and brochures to promote **Dress for Success** and other donation-dependent charities;
- Flyers and brochures in languages other than English to promote parental involvement in groups such as **PACER**, **AuSM**, and other child oriented groups;
- Brochures explaining xeriscaping to residents of the Twin Cities; and
- Web pages for charities that had poor (or no) Web presences.

## ***Final Report Requirements***

Names for documents vary by industry and purpose, so a “proposal” might be an early or a final document in different situations. Identify the processes and documents common to your chosen profession. For your final project report to be considered complete, it must contain the following items:

- A cover page;
- An executive summary;
- A table of contents;
- A description of the client;
- A definition of the problem;
- A proposed solution to the problem;
- A detailed list/discussion of all tasks completed;
- A detailed implementation plan.

The report should also include the following ancillary texts as an appendix to the report itself:

- All information-gathering material used;
- Samples of any proposed documents;
- A research log/journal.

## ***About Grades***

The majority of points in 3562w are earned during the last six to seven weeks of the course. Your project proposal (150), final project (200), and binder (150) are worth a total of **500 points** of the 1000 possible in the course. By comparison, online responses are worth no more than 10 percent of your grade!

Because you can rewrite any document, including memos done in-class, for inclusion in your portfolio binder, you are **strongly encouraged** to revise any document not receiving an A or B grade. If you ask for additional help, expect at least one week for feedback due to the number of students who tend to request assistance revising.