

Proposal Requirements

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	Final Edited Proposal , via e-mail to instructor. These are due absolutely on Apr. 2, not one day later!	Proposal	125

General Assignment

You are proposing a feasibility study to (and for) a non-profit organization. The study will present a potential solution to a problem you identify and explain why the solution should be adopted. For most studies, 3562 students identify the need for new documents or revisions to existing documents. Knowing the purpose of this proposal should make composing it more straightforward:

- Explain who you are (a university student...) and your personal interest in the organization (motive for this proposal);
- Explain that you wish to observe or interview members or clients of the organization to identify documentation needs; and
- Request a member / officer of the organization review your study and any associated documents to have “real-world” feedback.

Many past documents created by 3562 students have been adopted by non-profit organizations. The feasibility studies offered strong rationales for the new documents, including cost-benefit analyses. If a document improves service, it is valuable.

Structure of Proposals

A proposal should follow the model (“superstructure”) developed by Prof. Paul Anderson. Most proposals for 3562 final projects are **four to six pages, not including a cover page**. Proposals, unlike studies, do not need tables of content in most cases.

One hundred points are fixed. The remaining 25 points are based on the specifics of your project. The following items must appear in the proposal:

- Introduction: Who are you and why do you care? – 20 points
- Problem / Issue to be Studied: One challenge facing ... is – 20 points
- Objective / Goal of Feasibility Study: To improve... (internal / external issue)...
- Potential Solutions: Documents to be created or revised... – 30 points
- Schedule – **Mandatory!**
- Overall Visual Appeal – 30 points

Notice that other elements of the Anderson structure are optional, but often valuable during this assignment. For example, you might explain how you will identify documents needed. Depending on the organization, it might be important how you create the new documents. To obtain an “A” grade, the quality of your work matters more than if the non-profit adopts the documents as a solution. Sometimes, even great work is rejected due to other circumstances.