

SAEC worksheet for preparing formal project proposal

Students must submit a formal, typed project proposal to get approval for an independent Winter Term Project. Use this worksheet, developed by the Student Academic Enrichment Center, to prepare the necessary information that should be included in a proposal. This worksheet is only a preparation tool, and cannot be turned in instead of a project proposal. For more help, book an appointment at www.sfcm.edu/saec.

Part 1: Answer the following questions to define your ideas and outline your project.

What do you want to learn? What is your goal? You may have more than one goal.

What will you do to achieve your goal(s)? Briefly describe your project. Have you done something similar before?

What resources do you need? This includes people, rehearsal space, funding, etc.

Who do you need to contact? Do you already know this person?

What will you do or produce to demonstrate that you met your goal? This is how you will receive credit for your project. Describe how you will be evaluated, and who will evaluate you. Remember, you might evaluate your own success.

What will you do first? Break down your larger project goals into smaller steps:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

What questions do you still have? Are there things you don't know how to do yet?

Part 2: Write your formal project proposal

Use the worksheet questions to divide your proposal into three paragraphs. Then, turn your answers from the worksheet into complete sentences.

Paragraph 1: General overview

- What do you want to learn? What is your goal? Be sure to introduce yourself as you introduce your project, since the reader may not know what you're studying and what your interests or past projects are.
- What will you do to achieve your goal(s)? Briefly describe your project.

Paragraph 2: Specific outline

- What will you do first? Break down your larger project goals into smaller steps.
- What will you do or produce to demonstrate that you met your goal? Describe how you will be evaluated, and who will evaluate you.

Paragraph 3: Requirements

- What resources do you need?
- Who do you need to contact?
- What questions do you still have? Are there things you don't know how to do yet?

There are many ways to write a successful project proposal. This three-paragraph template is one example of how to organize the necessary information. Your proposal might include a list, but most of it should be complete sentences structured into paragraphs. Just remember, your proposal is a story about your ideas and what you want your Winter Term to be.