



Winter Term

Project Proposal Worksheet

To get credit for an individual project for your Winter Term, you must submit a formal project proposal. This worksheet can help you prepare the important information that you will need to include in your proposal.

Faculty Evaluator: _____

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 (ie. you, faculty evaluator).



What will you do first? Try to break down your project into several steps:

1. _____
2. _____
3. _____
4. _____

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 your project down into several 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 just 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!



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