

The project proposal reports should include mainly 4 sections:

1. System description

Provide some general information about the company and describe its service/manufacturing system.

2. Problem definition

Suggested content:

- a. The analysis of the current system
- b. Symptoms and complaints
- c. Problem definition and scope

3. Literature Review / Access of information

4. Project outcome and deliverables

Suggested content:

- Critical objectives of the projects
- Expected outcome (deliverables) of the project
- Major constraints and critical assumptions
- The benefits that the project should provide to the company
- How this project will eliminate the problems in the current system
- Resources that each team plans to utilize throughout the project
- How the company will be able to use the system developed by the team

5. Project plan

- Work packages should be determined
- Responsible person/people should be determined for each work package
- Then the timetable indicating when each work package should be completed should be identified.