

IE477 Fall 2020 Information on Project Proposal

The role of the project proposal was specified in the lecture conducted in the beginning of the semester (you can watch the video again to refresh your memories – see the course website). Please, follow the instructions described in the document called “**Report Format**” while preparing your report.

Make sure that neither the format information nor the below description affects the way that you select the titles/subtitles/headings etc that you use in your text. We expect you to select those to reflect your project work rather than being generic.

The project proposal reports are expected to include mainly four parts and an additional project plan.

- **Description of the System**

Provide some general information about the company and describe its service/manufacturing system. Try to give numbers to understand the position in the sector, span of products/services, number of employees, markets, etc. whatever you find relevant. The information in the WEB page is not what we ask for, as you can always give a reference to that page without much mention. Any relevant information that will support your problem definition is reasonable to be included in this part.

- **A statement of what your problem is**

Suggested content should include analyses of the current system (both part of the system you are asked to be responsible as well as a relatively bigger picture to understand where your problem stands in); any symptoms and/or complaints which lead to the problem considered; any other analyses or data/information in numerical format that will help the reader to appreciate the size and scope of the problem.

After this introduction, you are expected to state the problem and its scope (similar to what was stated to you in project description), but of course in a more elaborate and mature way, using IE jargon and being relatively much more precise. Note that your statement (a paragraph or a subsection or a section; however, you decide) is expected to be a natural consequence of the introduction and partly description of the system.

- **An account for additional resources (literature, information, etc.) needed to carry out the project**

Here we usually consider the review of the relevant literature, as well as set(s) of information which will be possibly needed to carry out the study. At this point, we do not expect a thorough literature review to be completed; however, knowledge and relevance of some basic material pertinent to possible aspects of the problem statement should be presented. Basic material may include textbooks and reference books of the courses you took (or currently taking), other similar books you can find in the library and some basic papers on the topic. Other additional resources can be a tool you may need to learn for your project, information you may find from publicly available data or anything you consider as relevant for the project.

- **Project outcome and deliverables**

This part is expected to be different for each project. We think that some of the below, as well as others are expected to be within the suggested content. However, the ones with * are to be emphasized as they are meant to be a part of the “contract” between the stakeholders of the project.

- **Critical objectives of the projects
- **Expected outcome (deliverables) of the project
- Major constraints and critical assumptions
- **The expected 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
- etc

- **Project Plan and Timetable**

Your project should always have a plan with timing that all the stakeholders would understand and agree on. The plan is expected to be less detailed in the beginning, and as you proceed we think the detail level is going to increase as an indication of your enhanced understanding and intention on what/how to do certain aspects of the project. Specifically, we would like you to state the “Work packages you are intending to have, an assignment of a responsible person/people to each work package, and finally a timetable indicating how/when each work package is expected to be completed. Consider the deadlines provided in the course syllabus and the deadlines of the second semester provided in the first presentation as a guide to determine the stages that are expected to be completed in your project.