

# RS&GIS Integration Course (GRS60312): ACT Module

## Writing a Project Proposal

The goal of writing a project proposal in the ACT is:

- To convince your commissioner that you are the right team to find a good quality answer to the problem or question within the given timeframe and budget.
- To delineate, structure and plan the activities of and within your team to achieve feasible goals and deliverables.

The proposal should contain the following structure:

### Cover page

- Good short, catchy title
- Team number, project name, names team members
- Names of commissioner and coach
- Year, month

### Table of Contents

### Executive Summary

250 words maximum. Summarizes what the team is going to undertake to address the question/problem of the commissioner. Mention only the total time and the main deliverables. Usually no references are included, it should be a stand alone text.

### Introduction or Problem background

Here you describe the overall objective of your project. It should be a brief description of the problem or knowledge gap, to which your project will contribute.

### Problem Analysis

Addresses and answers the following:

- What is the problem? Is it part of a broader problem or is it really more problems? Can it be defined factually? Etc. (mention the problem explicitly, e.g. in italics)
- For whom is it a problem?
- Why is this project necessary?
- What is the contribution to the solution of the problem?
- Which stakeholders play a role in this project? Who will be impacted by the problem and by the solution to the problem? Who has an impact on the problem and on the solution to the problem?

### Objective(s)

Here you describe what **your team** is going to achieve in this project and which can be considered as the answer or solution to the problem.

If applicable, you can add your research (sub) questions here. They follow directly from your problem analysis and objectives.

Also clarify and define unclear concepts. (definitions)

### Approach

This is the methodology, strategy and methods you are going to apply to achieve.

- In line with the problem analysis
- In line with achieving your objectives
- In line with the quality frame

- In line with the given time and task division between team members
- Scientific (valid, reliable, effective, innovative)
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### **Products and deliverables**

Here mention the logic intermediate products (such as topic lists for interviews, questionnaires, intermediate reports, recorded interviews, minutes etc) and end products (an inventory of something, a decision tool, a film, a report etc)

### **Project Management**

- Team
  - Describe your team and its added value and briefly the individual team members and their contribution to the team and the project.
- Quality Frame
  - Planning; summarizing the main steps in the activities and the agreements on the dates and kinds of involvement of the commissioner. For the rest refer to the action plan (GanntChart).
  - Communication (internally in the team, externally with commissioner, expert and resource persons)
  - Mention the main assumptions and the major risks of the project and how you will cope with them.
- Budget
  - Mention a summary or only the main items in the budget. You can refer to the more detailed budget in the appendices.

### **Appendix**

- Stakeholder Analysis
- Gannt Chart
- Budget
- References/literature

The entire proposal should be no longer than 6 pages (excluding appendices) in a commonly used format (e.g. single spacing, Arial 11 or Times 12 etc etc)  
 You will receive feedback on the concept version of your proposal after the presentation of the proposal during the fieldwork week (see ACT schedule). A second round of feedback will be after you submit the 'final' version of your proposal. This will be in writing and includes the mark for the project proposal. This feedback can still be used to fine-tune and further improve it for the benefit of the project execution. In case the mark is a 6 or below 6 a second meeting with your lecturer to discuss the second round of feedback is possible on request.