

**Team Logo/Graphics**

**IS483 (SMT Type II) Project Proposal**

**Project Title**

**Team Name[[1]](#footnote-1)**

**Version Number**

**Date**

**Team Members:**

* Name (email address) – Role
* Name (email address) – Role
* Name (email address) – Role

**Faculty Supervisor:**

* Name[[2]](#footnote-2)

**Sponsor:**

Organisation Name

* Dr xxx, Role, Organization
* Mr yyy, Role, Organization

#

# Project Overview

Please include all necessary information you know to help us evaluate the scope, viability, plan, risks, etc.

## Project Description (Abstract)

What (research) problem and sub-problems do you intend to explore? Why are they interesting? What are the limitations of existing solution approaches?

What is your hypothesis? How do you plan to test it? For example, what kind of research methodology, analytical models, etc. do you envision? How will you evaluate any artefacts you build or train?

What is the potential societal impact of your project?

## Stakeholders

|  |  |
| --- | --- |
| Sponsor | Who initiated the project? Be specific about any relationship between the sponsor and the team. What is your contact person’s role in the organization? Is it a faculty member, CEO, manager, liaison, etc. |
| User | Who will be utilising the results of your project (if not the sponsor)? |
| Advisors/Practitioners/Mentors | Are there other parties involved in the project? What is their relationship to the project? What interest do they have to the project? **Remove this row if not applicable.** |

## Research Methodology & Scope

What methods will be used to conduct your research / evidence-based analysis? Why did you choose this methodology?

What data is required? Will it be provided by the sponsor, or will it be collected by you? If so, how? Are there any IRB requirements? Will the data need processing?

What kind of solution models (e.g., analytical or machine learning models) do you propose to explore? How will you evaluate them?

What are the constraints (e.g., hardware, budget) your project must work within? Are there any assumptions that you plan to make? Do you expect there to be any limitations on how far the results can generalise?

## Preliminary Findings (Optional)

Has there been any exploratory analysis of the data? Any preliminary findings from the data?

## Deliverables

What will be delivered to the sponsor? For example, analytical results, models, code, Jupyter notebooks, research paper, …?

How will you ensure that the experiments / results described in your report are repeatable?

What societal problem/challenge does your project help address?

# Project Plan

The plan should convey to us that the goals of your project are achievable by proposing a realistic schedule of milestones, how you plan to work together, and by demonstrating that you have taken into consideration any major risks.

## Project Milestones & Schedule

Based on your current knowledge of the project, break down the required work into key milestones.

Be specific about the scope and steps of each of your milestones. For example, if “Literature Review” is a milestone, provide some details on what you plan to read about (e.g., key initial papers). If “Model Evaluation” is a milestone, provide some initial details on how you envision doing it.

Propose a schedule for completing these milestones, e.g., using a Gantt chart or a simple timeline:

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Elapsed Time (in days)** | **Start Date** | **End Date** |
| Literature Review |  |  |  |
| Data Collection |  |  |  |
| Data Preprocessing and Cleaning |  |  |  |
| Labeling of Dataset |  |  |  |
| Analysis and Solution design |  |  |  |
| Coding and Experiments |  |  |  |
| Evaluation Results |  |  |  |
| Dashboard development/Testing |  |  |  |
| Report |  |  |  |
| Integrated Dashboard (demo) |  |  |  |
| Final Integrated Report and Poster |  |  |  |

Figure: Example timeline

The example timeline above is generic. Please make sure your own timeline is tailored to the specific milestones of your project.

Remember to account for the mid-term and final presentations. What do you intend to be able to show during those presentations?

## Team Conduct

How are you planning to share the workload across your team? Will specific team members be responsible for working on specific milestones / sub-problems?

Are you planning to utilise any productivity tools (e.g., Slack, Trello)?

## Resources Required

What resources do you require to be able to complete the project?

Describe the technology that you will be using (e.g., machine learning libraries)? Will you be using any proprietary technology from the sponsor? Do you need to utilise cloud providers? If you need to self-study any of these technologies, list any relevant books/webpages/courses you plan to use.

## Risks

Identify major risks particular to this project, stakeholders, schedule, team, technology constraints, and so on. What are your planned mitigation steps should the worst happen?

For example, if your project relies on the sponsor providing some data, what would be your backup plan if the sponsor is unable to provide it? Be as specific as possible in your mitigation steps.

## References

*(List of any papers, books, webpages etc. cited by your proposal.)*

1. Team without a name will be given a horrible name such as NoName1 and you will not be able to change your team’s name. 😢 [↑](#footnote-ref-1)
2. To be assigned by the IS483 faculty manager. [↑](#footnote-ref-2)