General Guidelines

Instructions to follow:

1. Copy paste (either image, diagram or text) is not entertained. If done, the document will not be evaluated.
2. After submission of the PPT, you should be prepared to attend viva and justify your answers in the evaluation. If in Viva, participant is NOT justifying the answers, Viva will be repeated until Candidates justify 60% correctness.
3. Mentor calls are scheduled only if the participant have submitted their task at least for one time. (should apply their knowledge in this task first)
4. Please format the PPT properly, and have a consistent format (Font name: Arial/ Calibri -Font size 12, Font Color: Black).
5. Please focus on learning and applying the knowledge as this knowledge will be helpful in contributing at your BA job.
6. In the evaluation, students must answer all questions and should be able to justify at least 60% content and correctness of each answer.

Project Proposal Guidelines

This document outlines the project's core value proposition and meets the Stakeholders Expectations.

- This should create clarity about the goals, priorities, and requirements of the project
- Should meet the expectations of the concerned Stakeholders
- Is foundation of the project plan

Executive Summary

- Is the important part of the project and should be written in the last.
- If it fails to capture the attention of the readers and make a compelling point, it may doom the proposal right then and there.
- Suggest to focus on describing what success would look like

Guidelines:

- What problem does your project aim to solve?
- Why is it important to solve it?
- How will it help solve it?

Project Background

- Should address why the readers should care about this project and back claims with relevant references and statistics
- Points to look into: -
    - What is the history of the problem? How long has it existed?
    - How is solving it related to the business goals of your organization?

Proposed Solution

- How will you solve the problem you described?
- Why will the proposed solution be effective?
- Why is the proposed solution better than alternatives?
- What would it take to make it happen?

Define the deliverables and success criteria

- Present clearly how the success of the proposed project will be measured:
    - What will be the project deliverables?
    - What is the SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound) objectives of the project?

List the Required Resources

- Estimation of Project Budget Requirements (includes Supplies, Tools, ad Spend, Salaries, and whatever else would be required to successfully deliver the project.
- A detailed financial breakdown will signal to the stakeholders that you have done your research and assure them that there wouldn't be any unexpected costs down the road.
- Conclude the document with the points you made and remind your audience why they should approve your proposal, without introducing any new information.

Project Proposal Guidelines

Project Template

Project Title:	
Prepared By:	**Date:** XX/XX/XXXX

Situation/Problem/Opportunity: <<

Purpose Statement (Goals):
<<The purpose of this project is to analyze, select and implement a new candidate tracking system for graduate admissions>>

Project Objectives:

- <<Solution selection according to design criteria, specifications and requirements>>
- <<Solution prototyping and testing>>
- << Objective>>
- << Objective>>
- << Objective>>

Success Criteria:

- <<Improve records availability and accessibility of information, collateral, forms and documents>>
- <<Reduce system downtime, related wait time and systems response times>>
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Methods/Approach:

- <<Establish selection committee and selection process. Define Requirements>>
- <<Select vendors and finalists through RFP, demonstrations and reviews>>
- <<Select and implement solution. Train users and technical staff. Establish support processes>>
- <<Go Live with new system>>

Resources:

- People – project team members from client community and ITS.
- Time – implementation within <<n>> months.
- Budget – hardware, software, training and services not to exceed Rs. 0000.00
- Other – third party software evaluation, site visits, Dataquest reports – not to exceed Rs. 0000.00

Risks and Dependencies:

- <<Current solution in place for over N years and it is intuitive to current users.
- <<Cost justification in ease of use, quality of information, speed of accessibility, ease of support and maintenance isdifficult to quantify in a way management can see improvements in utilization of systems investment>>

To Be Completed by Appropriate Manager

Project Sponsor	**Project Manager**	