

Create a Proposal

Learning Outcome:

Create a proposal that outlines how an IT solution can effectively address an organization's problem.

Bloom's Level: 6 - Creating

Students will be first given the assignment in **module 6**.

Students will turn in the assignment after **module 9**.

INTRO TO INFORMATION TECHNOLOGY

INSTRUCTIONS

What is the primary focus of the Create a Proposal assignment?

For this assignment, you will meet with an organization in your community to learn about a problem they may be facing that could be addressed by an IT solution you would develop as a final project.

What is a proposal?

The proposal is a document that describes your understanding of an organization's problem, possible ways to address the problem with information technology, and an timeline to implement the solution.

What is the purpose of the proposal?

The proposal serves to validate your understanding of the organization's problem with the client, and to outline possible approaches and an estimate of the amount of time to create a solution.

What are the components of a proposal document?

- The organization's name and a brief description of their mission and goals
- Client contact information
- Your understanding of the organization's problem
- Preliminary description of a possible information technology to be used to solve the problem (e.g. website, spreadsheets, database)
- List of deliverables to be developed during the project (e.g. an application, user documentation, training)
- List of the major features provided by the solution that address the organization's problem
- An estimate of the project complete date
- A preliminary list of hardware and infrastructure requirements to develop and implement the solution

What advice would help me with this assignment?

- Listen carefully to your client's problem. Try to "place yourself in their shoes" to understand their issues and how information technology might be applied to a solution.
- Be realistic in setting the project timeline and deliverables. Carefully consider factors such as your experience, skill, and knowledge levels, and the course time constraints.
- Leave some buffer in your timeline to deal with unanticipated issues.