

## Guidelines for Project Proposals\*

A technical proposal, often called a "Statement of Work," is a persuasive document. Its objectives are to

1. Identify what work is to be done
2. Explain why this work needs to be done
3. Persuade the reader that the proposers (you) are qualified for the work, have a plausible management plan and technical approach, and have the resources needed to complete the task within the stated time and cost constraints.

What makes a good proposal? One attribute is *appearance*. A strong proposal has an attractive, professional, inviting appearance. In addition, the information should be easy to access. A second attribute is *substance*. A strong proposal has a well-organized plan of attack. A strong proposal also has technical details because technical depth is needed to sell your project. Remember: A proposal is a persuasive document.

### Required Format

Format consists of the layout and typography of a document. In formatting your proposal, use the guidelines in Table 1. A template to produce your proposal exists at the following web page:

[http://www.writing.eng.vt.edu/design/proposal\\_template.doc](http://www.writing.eng.vt.edu/design/proposal_template.doc)

One aspect of layout is the incorporation of illustrations. In your proposal, each illustration should have a name and be formally introduced in the text. Illustrations consist of figures and tables. Figures include photographs, drawings, diagrams, and graphs. Each figure should have a stand-alone caption, and the key points and features should be labeled. Tables are arrangement of words and numbers into rows and columns. Use tables to summarize lists that the audience will try to find later (the budget, for instance).

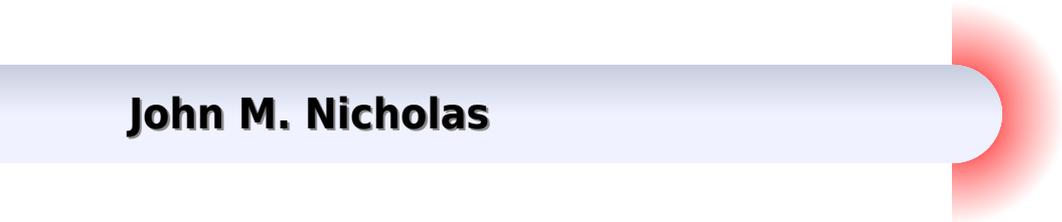
**Table 1.** Format guidelines for requested proposal.

Aspect	Description
Font for headings	Boldface serif or sans serif; size in accordance with hierarchy
Font for text portion	12-point serif such as Times New Roman or Book Antiqua
Margins	Standard, at least 1 inch
Layout	One column, single-sided
Paragraphing	Indented paragraphs, no line skip between paragraphs in a section
Page number	Bottom centered
Figure names	Numbered: Figure 1, Figure 2, Figure 3, and so forth
Figure captions	Below figure in 10 point type
Table names	Numbered: Table 1, Table 2, Table 3, and so forth
Table headings	Above table in 12 point type

\* Adapted from Guidelines at the Penn State Learning Factory: <http://www.lf.psu.edu/>

# Engineering Project Proposal Format Sample

**John M. Nicholas**



## **Engineering Project Proposal Format Sample:**

## Unveiling the Power of Verbal Artistry: An Psychological Sojourn through **Engineering Project Proposal Format Sample**

In a global inundated with monitors and the cacophony of instantaneous transmission, the profound energy and psychological resonance of verbal artistry frequently fade into obscurity, eclipsed by the continuous onslaught of sound and distractions. However, nestled within the musical pages of **Engineering Project Proposal Format Sample**, a interesting function of literary splendor that impulses with natural feelings, lies an memorable journey waiting to be embarked upon. Published by a virtuoso wordsmith, that mesmerizing opus instructions viewers on an emotional odyssey, gently revealing the latent potential and profound influence stuck within the delicate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we shall embark upon an introspective exploration of the book is main styles, dissect their interesting writing design, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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