

## **ENC 4298 Project Proposal (25 points) Due by 11:59 pm Wednesday 9/18**

In the Proposal assignment you should discuss the technologies that your team plans to evaluate in the Research Report assignment. Your proposal should discuss the structure and management of your team; you should designate a team leader and any other roles that team members will play. Your proposal should include a description of your contingency plans. You should also include your schedule and your plans for reviewing and editing your Research Report assignment.

Your proposal should be a response to the Request for Proposal (RFP) that follows **and** should use the format of the RFP as a model for the format of your proposal.

**To: Students in ENC 4298**

**From: Dr. Flammia**

**Re: Request for Proposal (RFP) for Research Report**

**Date: September 2, 2019**

The purpose of this Request for Proposal (RFP) is to request that each team submit a detailed and specific proposal describing all aspects of the team's plans for completing the Research Report assignment.

The proposal should convince Dr. Flammia that your team has a well-developed and carefully designed management plan, a realistic schedule, appropriate tools, and strategies for addressing the challenges related to virtual collaboration.

Your proposal must include these sections: Introduction, Description of Report Content, Team Structure and Management Plan, Contingency Plans, Schedule (including a Gantt chart), Collaborative Tools, Review and Evaluation Plans, and Conclusion. Each section should include detailed information, and may include attachments, if necessary. Every proposal must include a Gantt chart as an attachment to the Schedule section.

### **Introduction**

The introduction is the only section that does not require a heading. The introduction should be a brief statement of the purpose of the proposal; the purpose is to request approval of your plans for carrying out the virtual team project. The introduction should also include a **brief** statement describing the technologies that you plan to research. The next section, Description of Report Content, will contain your detailed description of the technologies your team plans to analyze.

**NOTE:** Although the previous paragraph has the heading "Introduction," it is not the introduction of the Request for Proposal (RFP). The first three paragraphs of the RFP are the introduction section, and they do not have a heading.

## Description of Report Content

Give an overview of each of the technologies that your team plans to research, test, and analyze. Remember that your team should analyze one technology per team member; therefore, a team with five members should research five separate and distinct technologies. Be sure to explain why each technology is appropriate for inclusion in a report on tools for virtual collaboration.

## Team Structure and Management Plan

In this section you should describe the division of labor within your team, specifically stating which responsibilities each team member will have. You should indicate which team member(s) is going to serve as the team leader and designate any other roles that team members will fulfill (style editor, troubleshooter, technical editor). You are only required to designate a team leader; the other roles are optional. You should clearly delineate the responsibilities associated with each position. Be sure to mention specific actions and duties. For example, do not merely say, the team leader will communicate with the team. Instead say, the team leader will send email reminders to all team members before each meeting.

You should clearly state which team member will be responsible for which set of meeting minutes (each team member must write one set of minutes). You should also specify which technology each team member is responsible for researching.

## Contingency Plans

Chapter 3 in our textbook discusses communication among team members and offers suggestions for improving communication within a virtual team. Virtual teams may face challenges related to technology, time, and interpersonal communication. This section of the proposal should detail your plans for maintaining strong communication, preventing and/or resolving conflict, and addressing technical problems.

You should have a plan in place for dealing with time lost due to technical problems or other unavoidable delays. You should discuss in precise detail your process for resolving conflict among team members. Having well-developed contingency plans can be the deciding factor in the success of your collaboration.

## Schedule

Your schedule should reflect careful planning for all aspects of your project: researching, drafting, designing, reviewing, and editing your Research Report. You should include milestones (dates by which certain key stages of your project will be completed). Include **both** a brief prose summary of your schedule and milestones and a Gantt chart which shows the various activities you will perform over time.

Attach your Gantt chart in an appendix to your document and be sure to refer to its location in the text under the **Schedule** heading. Remember that your purpose in this section is to persuade

your reader that you have planned well, that you have allotted adequate time for each phase of the project, and that you can meet your deadlines.

Your schedule should include all team meetings (you must have at least one meeting per week) and all deliverables associated with the project (meeting minutes, progress report).

## **Collaborative Tools**

This section should describe in detail all the tools you will use for collaboration. You may include the technologies that you are researching in this section; however, you do not need to describe them in detail again. You should describe any other technologies you will use in addition to those technologies you are researching. Be sure to explain how you will use each tool. Any technologies that you choose to use must be available to all members of the team.

## **Review and Editing Plans**

The purpose of this section is to describe your review process. In other words, how you plan to seek feedback on your work from reviewers outside your team and how you plan to review the work of your teammates. You should plan to conduct at least two reviews of your document. You should review the first draft once each team member has completed his or her section of the document. Then you should review the document a second time after the Introduction and Conclusion and all required sections have been added. During this second review, you should strive to make sure that the document has a consistent tone and writing style.

After the second review, you should also carefully edit the document for both writing style and format. You will want to be sure that the writing style is correct and consistent. You should also check that the format adheres to the guidelines given in the Research Report Template (located in the Syllabus Module on the course Home Page).

You may choose to designate one team member as the editor, but all team members must participate in reviewing the document. Further, you should also get at least one peer review from students outside your team.

All your review and editing plans should be clearly stated in this section of the proposal, including the dates when reviews will occur and the individuals who will take part in the reviews in addition to your team members.

## **Conclusion**

Your conclusion should be brief. Restate your commitment to and enthusiasm for the project. Use the conclusion as an opportunity to create one final positive impression in the reader's mind.

## **Final Points**

Your proposal is a serious, professional document. Just as a resume is often the sole document that represents an individual, your proposal must stand alone to represent your team. Be sure that

your proposal is clearly written and well organized. Put it in the memo format and use headings and adequate white space to make it attractive and readable. Proofread your proposal carefully, and make sure that it is error free.