Project Proposal Guidelines:

- Select a project that solves a specific problem for your organization.
- Select a project apart from the ‘critical-path’; time-critical problems are not recommended for this program as projects will stretch over three semesters (Spring/Fall/Spring) and success is not guaranteed.
- Projects should include an engineering evaluation, analysis of design and functional criteria provided by the project sponsor.
- Projects should include a design phase and testing or modeling phase to arrive at a verified solution. For example:
  - a prototype for a new product along with required manufacturing steps;
  - redesigned product including production of a prototype and the modified manufacturing processes (redesign for cost, quality, performance, productivity, automation, etc.);
  - new or redesigned test equipment or manufacturing process;
  - lean manufacturing aspects such as facility layout, set up reduction, process control, and equipment selection.
- Projects should be self-contained and your company must assign a technical mentor to serve as a team resource (2 - 4 hrs/week). The technical mentor should have the support of management, have interest in the success of the project and be willing to work with students.
- Projects should allow for teamwork. Project teams will range in size from 2 to 4 students with total project time approaching 600 manhours or less.
- At the conclusion of the course, students will present the results to the sponsoring organization and at the College project open house unless other arrangements are made with the sponsor.
- Project sponsors will provide funding for cost of materials and any special software.
Company/Sponsor Organization Name: ____________________________________________________

Organization Contact (Project Mentor): __________________________________________________

Company Mailing Address:  ______________________________________________________________

Phone Number: _________________ Company Contact Email (Mentor): __________________________

Project Title: __________________________________________________________________________

Include additional pages as needed

**Project Objectives:** Provide a list of key objectives for the project.

**Project Description** - Include an overview of the project. This description should provide the project scope and define the expectations of the project. This description will be used by the student team to generate a formal scope of work for customer approval. Please provide enough background to explain the problem to be solved, how it pertains to your company and the importance of the project. Additional background information can be submitted with the proposal.
Project Deliverables: Provide a list of what is expected to be delivered at the completion of the project. Examples include: technical reports, engineering analyses, patent searches, competitive benchmarking, engineering drawings and specifications, prototypes and preliminary hardware, computer programs, simulation models, data, manufacturing plans, presentations, animations, videos, demonstrations, etc.

Required Technology: Provide a list of any technology (equipment, software, etc.) that would be required to complete this project. Will this technology be available to the students at your facility or on campus?

Specialized Equipment and Software Needed (if any) (Estimate Budget): $_________________
Expected Cost of Materials and Supplies (Estimate Budget): $_________________

Please include additional comments and attach any sketches, drawings, photos, etc. needed to further clarify the project.

Please contact Heather Kramer with questions concerning the project proposal submission form or the Capstone Course.

Return the completed form to:
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