**Individual Project**

**Part 01: Project Proposal**

This is the first step of your *individual project* that you will work on during this quarter. You must pick a project; you will not be assigned one. You will use the same project for all parts of the individual project assignments as you progress through the steps of project management. This first assignment is you giving me a proposal of your project.

For this project, **you are the project manager**. You can choose a project you are currently working on or one you are planning to do. The project can be at your home, in your place of employment, for your friends or family, or where you volunteer.

As mentioned in the class introduction, your individual project should be focused on an actual goal. The project does not have to be large in scope or accomplishment, but it must actually accomplish a real result. *(Note: I am very resistant to imaginary projects.)* Some previous student examples are: building a new driveway, planning a wedding, moving an office, etc.

Your project must have the following six characteristics, which **must** be spelled out in your proposal.

1. **Have a client.**
   
   You must have a customer whose needs or requirements have to be met—who wants the work done. This means that you must interview the client and determine what they want, how they want it, and when they want it. This also means that the client must approve the project work that gets completed. *(Note: It is possible for you to be your own client...you just have to be very clear when you’re the project manager and when you are the client.)*

2. **Be unique.**
   
   In other words, you can clearly differentiate your project from your other work activities. *(Please note that it is possible to have a regular ongoing job whose activities consist of individual unique projects. The criterion is that the project can be identified uniquely from other activities in order for costs and resources to be assigned and tracked.)*

3. **Be finite.**
   
   Projects have defined scope boundaries including when they finish or complete. Your project must have a planned delivery date and a completion date (including follow-up activities such as cleanup, billing, etc.). *(Note: It is not required that your project finishes within this school quarter. Also, it would be nice, but not required, that your project starts within this quarter.)*

4. **Be a one-time project, rather than an ongoing process.**
   
   The difference between a project and a process is as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Temporary: has a beginning and an end</td>
<td>1. Ongoing: The same activity is repeated over and over again</td>
</tr>
<tr>
<td>2. Produces a unique output or deliverable</td>
<td>2. Produces the same output each time the activity occurs</td>
</tr>
<tr>
<td>3. Has no pre-defined work assignments</td>
<td>3. Has pre-defined work assignments</td>
</tr>
</tbody>
</table>

   From "Getting Started in Project Management by Martin and Tate, John Wiley & Sons, Inc.

   Based on the above, your project should **not** be an *ongoing activity* such as a hobby, daily job, or recreational activity. However, if you are going to be the general contractor for an *individual undertaking* such as building a new garage, designing a web site, planning an event, or remodeling your kitchen, it can be considered a one-time project even though it is a personal interest of yours. Also, your project can be an improvement or change to an ongoing process—it just cannot be the ongoing process itself.
5. **Involve different people and activities that need to be coordinated.**
   Your project should involve you interacting with other individuals—requiring you to interview, seek information from, and depend on live people to accomplish the project just as you would in an actual work environment. Other individuals may include any or all of the following: individuals doing tasks, representatives of other work groups, representatives of contractors involved, representatives of suppliers involved, or people/groups affected by this project.
   
   **IMPORTANT:**
   *This project cannot be just you! It must include you (as PM) and other individuals in other roles. Within this restriction, you could possibly have multiple roles, but one of them must be as the project manager.*

6. **Have a deliverable.**
   This means there is a tangible outcome of the project. Examples include:

<table>
<thead>
<tr>
<th>Final Deliverable Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>A tangible or intangible good</td>
</tr>
<tr>
<td>Process</td>
<td>A set of steps that produces a product</td>
</tr>
<tr>
<td>Service</td>
<td>The act of one person doing for another. A service is supported by a process, but the service itself is created at the moment it is delivered, like teaching</td>
</tr>
<tr>
<td>Plan</td>
<td>A document that describes how something will be or should be accomplished</td>
</tr>
</tbody>
</table>

This is a great chance to learn more about an industry, or develop a portfolio piece for the industry you’re in. Do not hesitate to contact me if you are struggling with figuring out a project or if you are asking yourself, “does this make a good project for class?”.

**Assignment:**
Please submit your project proposal so that I can give you the go-ahead. I need you to provide me with a single page MS Word document that starts with a paragraph description giving the nature of the project. Follow that with any additional information that addresses the five characteristics listed above.

Your proposal should use the format as outlined in Example 1, and should contain the following:

- **Description of project** *(include how it is unique and why it a project rather than a process)*
- **Client** *(who does this project satisfy?)*
- **Expected start, delivery, and completion date** *(do not have to be within this quarter)*
- **Other individuals involved that require coordination** *(stakeholders)*
- **Deliverable** *(what is the end result of the project?)*

Please note that this is not an official project proposal *(we assume that has already happened)* but simply a way for me to ensure you are meeting the requirements of the assignment.

Please save your Word document in PDF format and name it: **Ind_Proj_Part1_yourlastname.**
Then go to the appropriate location in the class Angel website to upload and submit your document.
*(Note: I will not accept assignments in any other format than the one assigned.)*

Please see Angel for the due date.

**IMPORTANT:**
I expect that you will produce professionally acceptable documents. That means they should always meet the following criteria:

- have a formal title, your name, and the assignment name on the first page.
- have been checked for spelling, grammar, and formatting errors.
- they will print properly. In order to ensure that they do so, **all documents must be printed or saved in Adobe PDF format before being submitted.** I will not accept original documents in Excel, Word, or any other format.