GUIDE for WRITING an engineering PROJECT PLAN

- The entire project plan should be limited to 20 pages or less, be clear and concise and contain all relevant information for the instructor and client to understand what, when and how the group plans to execute the project.

- Preferred Formatting: Arial Font, 12 pt, single spaced, w/10mm indent, no spacing between paragraphs, double space around headings and subheadings, 20mm margins all round (except left if binding requires more), header and footer at 16mm, spiral binding preferred.

- Develop figures, tables or diagrams where they can improve understanding, decrease clumsy descriptions.

- The following is an outline intended as a generic guide for the writing of an effective project plan. It may not be crucial that all elements are rigorously followed as some project circumstances may dictate otherwise.

Length	Element	Components/notes
1 page	**Cover**	Student names, client names, date, project title, location, course and instructor
1 page	**Letter of Submittal**	Written to client, describes what this document is. Instructor is cc.ed.
1 page	**Table of Contents**	
1 page	**Project Description:**	A few paragraphs w/ picture, map or figure
1 page	**Statement of Project Requirements:**	A few paragraphs with bullets if fitting
Approx 10 pages	**Methodology:**	▪ Approach, overview of start to finish incl. major divisions of effort ▪ Group organization, roles, meetings ▪ Client interaction and role ▪ Design principles to be applied (synthesis using best practices or . . .) ▪ Proposed cost estimating strategy and level of accuracy ▪ Desired outcomes ▪ Reporting and Deliverables ▪ Troubleshooting

	Tasks:	▪ Primary tasks usually 6 to 8 of these
		▪ Subtasks: Sufficiently focussed for an individual effort or very concentrated period
		▪ Allocation of personnel for each task
		▪ Estimated duration of tasks (range if necessary)
		▪ Resource Requirements for each task, i.e..
		        Documents
		        Software
		        Site Visit
		        Client supplied data
		        Other

1 chart 1 page	**Schedule**	▪ Rendering of entire project with major tasks and important milestones clearly marked. ▪ Brief description of key points, method for tracking ▪ How it will be used, enforced, modified, reported
1 or 2 pages	**Costs**	▪ Associated with the execution of the project course, not the clients project ▪ Models, Site visit, supplies, tests . . .
	Deliverables	▪ Hardcopy docs, softcopy pdf, website if applic. Delivery mode to client&instructor
	Risks	▪ Vulnerabilities/risks in project execution (problem obtaining certain data, client travel .)
New page	**References**	Books, reports, notes, personal comm., resources were cited in the document.
New page	**Appendix**	SOQ
Back page	**Rear Cover**	Contact Info for group, client, instructor.