Proposal
*Plan for mechanics
*Problem statement
*Design concept
*Literature search
*Project management
*Coordination

*Overview
* Abstract
  * Not an advertisement but should be exciting
  * Approximately one sentence per main section
  * No references or figures

* Introduction
  * Introduce each section and general concept ("big picture")

* Conclusion
  * Summarize each section with exciting statement

* Plan for Mechanics
* Powerful and relatable sentence
* A brief description of the problem and the metric used to describe the problem.
* Where the problem is occurring by process name and location.
* The time frame over which the problem has been occurring.
* The size or magnitude of the problem.

*Problem Statement*
* Ugly: Inventory levels are too high and must be reduced.
* Bad: Having too few forklifts is making inventory levels too high.
* Good: Inventory levels at the West Metro inventory storage process in Scottsdale are consuming space, taking up asset management time, and creating cash flow issues. Inventory levels are averaging 31.2 days, with a high of 45 days. These levels have exceeded the target of 25 days 95 percent of the time since January 2012. $250,000 could be saved per year if inventories were at the targeted level.

*Problem Statement*

Example provided by http://www.dummies.com/how-to/content/how-to-write-a-problem-statement-for-six-sigma.html
* Make a statement
* Support with evidence and examples
* Transition to solution but do not include design concept

*Problem Statement*
* Detail lesson plan
  * What principle should students learn
  * Why should they learn it
  * How will they learn it
  * Who will teach the students and what are the characteristics of the students
  * When will the visit take place and consider in-class agenda
  * Where will the visit be and how will the classroom be setup
  * Use County Curriculum Standards to support lesson plan
* Four Frames of Organizational Theory
  * Structural
  * Political
    * Group-to-group relationships
  * Human resources
    * Individual-to-individual relationships
  * Symbolic
    * Theme, ceremony, prize, etc.

* Design Concept
* Research similar projects or lesson plans
* Compare to proposed project
  * Illustrate innovative differences
  * Show respect
    * Avoid “better”; use “different”

* Literature Search
* Resources and Facilities
  * Project in general (overhead)
  * Classroom visit
* Personnel
  * Biographical sketch (only relevant material)
*Scheduling
*Gantt Chart
*Critical path
*Create “corporate culture”
*Mantra
*Team charter

*Project Management
* Name of project
* Labeling of figures and tables
* Transition to next section
*Feb. 24: Rough draft
*Feb. 25 - 28: Team presentation
*Feb. 28: Final draft & classroom visit
*Mar. 4 - Apr. 7: Classroom visit
*Apr. 11-14 & 24: Field week