

What is a project proposal template and how do I complete it?

**“If we did the things we are capable of doing,
we would literally astound ourselves.” ~Thomas Edison**

A project proposal template is the first step in getting your idea approved and your project underway. You have the right to choose any topic but the school does need to approve it before you get started. A committee of culminating project teachers and administrators will review your template. They look for safety concerns and whether or not your idea seems appropriate and challenging.

The template form is meant for you to do your best to think through the steps required in your project much like a business plan. However, keep in mind that even the best plans often change.

After your template is approved, you will begin work on your formal Project Proposal.

For further information, go to Olympic High School’s home page and then go to the Culminating Project Help Center link where you will find updated information about project requirements and presentation dates. In addition to your Culminating Project teacher, Ms. Eisele is also available to assist you.

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CULMINATING PROJECT TEMPLATE FOR PROJECT PROPOSAL

(approval required before beginning project work)

Due: _____

Name _____ Teacher _____ Per. _____

This project template states what you intend to do for your culminating project. A full typed final proposal is due in October, but this template will help you get down the required information. Be as complete as possible and write legibly in complete sentences. Your project cannot involve dangerous experiences or hazardous substances. **A list of high risk activities and additional information is included the first semester handbook which you can find in the Culminating Project page on the Olympic High School web site <http://olhs.cksd.wednet.edu>.**

Project Category (check the category that best suits your project)

- Developing or improving a skill or performance
- Designing or creating a product, service, system, or event
- Explore an academic, cultural or career question or interest
- Intern, volunteer or work in a career field indicated through career study and research

Project Topic: _____

1. **Introduction** – Give a general description of your overall topic and briefly describe your project goals.

What motivated you to choose this topic?

What skills and knowledge do you already possess about this topic?

What prior experience, if any, have you had that will help you with this project?

How do you plan to interact with your consultant and what do you plan to learn?

What do you expect to learn from this project (ex: technical skills, expanded knowledge of your topic, planning and organizing skills, etc.)?

2. **Plan of your project** – What is your estimated timeline to complete the project with anticipated step-by-step monthly dates?

Who will be involved in your project? What is the cost of project? What resources will you need to complete project?

3. **Conclusion**

What product will you create as a result of your new knowledge and skills?

How will you convey your experience to the board? What visual aids will you use to support your presentation?

Student Signature

Date

Parent/Guardian Signature

Date

Faculty comments:

Approved _____

Approved With Recommendations _____

Not Approved _____

Approved after Resubmittal _____ **Date** _____

Remember that this is a plan and often plans change!