Project Approval Memo

To obtain approval for your project, you must write a one page memo containing the following information:

* A brief description of the overall project
* Project [Goals and Objectives](http://continuingprofessionaldevelopment.org/setting-goals-and-objectives-for-projects-leads-to-successful-outcomes/)
* A justification for the project (i.e. what problem does it solve, why is it important, why is it relevant etc.)
* What courses taken will be relevant to the project (including an indication of those completed, being taken (same semester as TECH 4943) and those yet to be taken)
* Rough estimate of cost

Appropriate Diagrams are extremely beneficial when getting the project approved. Manufacturing students should have a sketch or very rough drawing, IoT students should have a block diagram of the system, Networking students should be able to show a rough network diagram and Automation and Robotics students should be able to generate a work cell drawing, process block diagram etc. Please ask your advisor if you are not sure what type of diagram would be appropriate for your proposal summary.

The project should relate to one or more of your fields of study. See the Project Guidelines in Appendix C of the Project Proposal Guide.

The memo should be a WORD Document and properly formatted as a business memo.

The memo should be accompanied by the Project Approval Form when you present it to your advisor, Field of Study Lead, and the Instructor of Record for TECH 4943.