

How to prepare an EPIC project proposal

04

Project Proposal Template

- **This presentation explains how to properly fill the Project proposal template in order to make it appealing and useful for the students.**

Project Proposal Template

- **Project title:**
- **Number of students** (minimum 2):
- **Project duration** (1-6 months):
- **Project frame** (Bachelor/Master, small project):
- **Background**
- **The challenge**
- **The company**
- **Supervisor**
- **Candidate background**
- **References and complementary description**

Project Title

Try to make appealing titles for the students but always being representative of the work that will be carried out in the project

- Do not use technical terms that are not commonly known
- Do not use abbreviations
- Keywords related to hot topics will always attract the attention of the students
- Keep it simple

Number of Students

EPIC is completely flexible with the number of students. However, given that we are improving employability through internationalization and collaboration, at least 2 students have to be demanded.

It is important that the company supervisor already foresees how the different tasks in the project are going to be distributed between the number of students demanded .

Take into account that big groups can address bigger problems, however are more difficult to supervise and will probably require more dedication.

Project Duration

EPIC is also flexible in the definition of the duration of the project. However, due to the yearly calendar of the project, the duration of the project should be between 2 month and 6 months.

The project duration should represent the amount of work that should be carried in order to fulfil the project goals.

Project Frame

The project frame describes if the project scale is suitable for a Bachelor or master thesis or if it better suits smaller project work.

Background

This section should provide a brief description of the context and scenario of the project.

- What is the general problem that is going to be addressed?
- How does this idea/challenge affect your business?
- Who will benefit from this project (B2B, inhouse, B2C)?

The Challenge

This section should provide a more detailed explanation about the challenge that is going to be faced in the project.

- Specification of the challenge, main goals to achieve and main difficulties to face.
- Description of the tasks to achieve the challenge
- Expected results of the project

The Company

Not only an interesting challenge is necessary to attract the attention of the students, an appealing description of your company will also help. Try to briefly describe what are the main differentiating values of your company.

Please also add in this section the resources that the company will provide to the students (e.g. access to specific data, prototypes, access to expert/customers in the area of study).

Supervisor

Apart from the university supervisors, the work of the students should be guided by a company supervisor. To this end, in this section a short biography of the company supervisor should be provided, highlighting the expertise and background related to the topic of the project.

Candidate Background

Sometimes projects require some specific background to carry out the project. For example, software-related projects might desire that their candidates already have notion of computer programming in a specific language.

However, to maximize the possibilities of being selected, it is better to define a spectrum of requirements which are visibly split in “mandatory” and “obligatory” requirements to carry out the project.

References & Complementary Description

In this section, the company can add some (research) references to provide more information to the interested reader.

This is important specially in very technical project proposals.