**Design Proposal and Timeline Grading:**

The design proposal and timeline should be written under 10 pages in length. The basic format to follow is:

- Title Page {Title, Name, Date, and Advisors}
- Introduction, Goals, and Objectives
- Proposed Work (Project Tasks)
- Schedule and Milestones
- Summary
- Bibliography

The grading will be as follows:

(10 pts.) Statement of Focus
(10 pts.) Format followed as stated above
(10 pts.) Introduction, Goals, and Objectives
(15 pts.) Proposed work (Project Tasks) broken down appropriately
(15 pts.) Schedule and Milestones described informatively
(10 pts.) Summary Content
(10 pts.) Writing done concisely
(10 pts.) Writing is clear
(10 pts.) Informative and demonstrative of your understanding of the proposed project and its issues

**Progress Notes:**

Include progress in an organized, logical manner. The progress report can include a copy of your notebook or be a type written summary. Be sure to include the following:

- Your schedule and mark according to your status (can use a Gantt Chart)
- Include a block diagram that can be cross-referenced with the schedule