The “white paper” or “pre-proposal” is probably the most common way that contracts are made. Industrial ventures are often based on the white paper alone, rendered into a “contract” with deliverables, time tables and costs. Government agencies will usually solicit white papers as a predecessor to a full proposal. Many times the “deal” is made at the white paper level and what follows is simply formality.

In this task you are to write a “white paper” about the senior design project you want to do this semester. Turn it in by email in pdf format. I would also like you to form a website for your project and if possible have a link to your white paper once everybody’s is turned in.

Suggested Pre-Proposal Outline

Title Page
- Name of project
- Names of students
- Contact Info
- Date

Abstract or Summary of your idea
- Be descriptive, not technical
- What is the problem your solving
- How are you solving it (remember to be descriptive)
- Why is your solution so amazing

Introduction
- Historical perspective of how it has been done up to your idea
- Present your idea and why it is innovate
- Describe the contents of your proposal, 1 sentence per section.

Background (optional)
- Describe other methods
- Describe known techniques or technology related concepts to partially educate the reviewer to understand your proposed scheme.

Technical Descriptions
- Provide system level flow chart and description on how it works
- Provide performance criterion and expected or target performance

Impact Statement
- How does it fit in with existing technologies?
- How does fit in to the Market
Distribution of Effort
- What is each group member responsible for in terms of project
- What is each group members background that makes them well suited for their effort.

Time Line
- Organize by week and indicate team member responsible
- Use Table or Gantt chart
- Indicate Milestones and important objectives
- Don’t forget time for system integration

Deliverables
- Organize by date
- Associate with milestones

Summary of Project

References
- Web sites
- Data books

Budget or Parts list
- Separate probable parts versus possible parts
- Relate when parts need to be ordered or obtained

Biographical Sketches

Written in 3rd person. List educational and professional achievements and background. These are usually listed in reverse chronological order and the bio is ended with a 1 or 2 sentence description of present R&D interests.

Miscellaneous Items
Except for historical discussions, everything should be 3rd person and present tense.
All figures have captions and all captions are cited. See Fig. 3 for example.
All equations have numbers
A=B

(1)