Senior Project Proposal Guide

Be ready to present: 9/28 or 9/29
The Steps Leading to your Senior Project Proposal:

1) Read the Senior Project Booklet.

2) Complete a Know/Need to Know List on Senior Projects, Your Project, etc...

3) **Brainstorm** possible project ideas based on your interests/strengths/career path.

4) Complete a **SWOT Analysis** on your Senior Project idea.

5) Complete a **Needs Assessment** for your Senior Project idea.

6) Create a **Research Question** and research a possible Senior Research Paper topic.

7) Create an **Annotated Bibliography** with Five Sources.

8) Fill out the official **Project Proposal Form**.

9) Build a **Senior Project Proposal Slideshow**.

10) Sign up for a **Presentation Time**, Link your Slideshow, get professional dress for your Showtime!
Step One: Read The Senior Project Booklet

Before you can decide on a possible project, you need to understand the parameters, expectations, and specific requirements of a successful Senior Project. Before you ask your facilitators or administrators a question, make sure it is not answered in the Senior Project Booklet.

Note: Step #2 is to create a Knows/Need to Know Chart on Senior Projects. As you read the booklet, create your Knows/Need to Knows Chart.

You will present a Know/Need to Know to your panel. Just quickly explain to them that you KNOW the expectations of the Senior Project, then just list some of your current Need to Knows about your project, the research paper, your senior year, etc...
Step Two: Create a **Know/Need to Know** List

Now that you have read the Senior Project Booklet, tell us what you know you about the goals, requirements, and possibilities of senior projects.

Most importantly, list all of the things you still NEED to know in order to be successful in this project.

*You will turn your Knows/Need to Knows list to Mr. Steele BEFORE you will be allowed to present your project proposal!!*

**YOU WILL SHARE YOUR KNOWS/NEED TO KNOWS DURING YOUR PRESENTATION,** showing that you understand the requirements.
Step Three: Brainstorm all of the Possible Ideas

During your presentation, you need to show evidence that you understand your strengths and interests well enough to creatively brainstorm LOTS of great possible project ideas. **You can show an image of your brainstorms, or list some of the possible ideas you considered before landing on your proposed idea.**

- Show the panel you understand your strengths and interests.
- Show the panel you can brainstorm LOTS of possible project ideas.
- Show how you eventually solidified your idea you are proposing.
Step Four: Complete a SWOT Analysis

Once you have a fairly solid idea for a senior project, you need to complete a SWOT analysis of your idea. What are the Strengths of this idea? What are its possible Weaknesses? What are the opportunities this project will provide? And finally what are some Threats to the success of this project? You will include this SWOT Analysis in your final proposal presentation to the Senior Boards and explain how you examined yourself and your project idea deeply and critically.

Examine Page #7 of the Senior Project Booklet for more details.

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<th>Strengths</th>
<th>Weaknesses</th>
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<td>Opportunities</td>
<td>Threats.</td>
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Step Five: Conduct a Needs Assessment for your idea.

A Needs Assessment or Empathy Study is an imperative part of any project. Without this kind of study, the coolest project in the world might not be wanted or needed. A needs assessment will look different for every project. You might conduct an interview, conduct an observation, administer a survey, collect photos or video footage, or any other kind of in-the-field experience that helps you make decisions about the goals of your project. Take a look at some of the tools located here.

If you have been asked to do a project (via the project fair or an organization), much of your assessment is already done. However you must still make decisions about your project based on the information you have received. Make sure you attend to all of the following.

1. Determine who wants you to do this project.
2. Determine how you will decide what exactly that person/group wants from you?
3. Design your Needs Assessment.
5. Refine your problem statement accordingly.
Step Five Continued: Needs Assessment

You will share the results of your Needs Assessment as you present it to your proposal panel as evidence that your proposal is necessary.

- What evidence do you have that your audience/community partner needs your project?
- What evidence do you have that your solution will yield positive results (How do you know your work will positively impact the community you seek to serve?)?
- What is the rationale for offering, designing, doing your project in the manner you intend to?

Bring your assessment tool, the results, and a one-page write up to the conference with your facilitator.

This process is adapted from the Design Thinking Method offered by Stanford Schools of Design. You can take a deep dive into Design Thinking here: https://www.ideo.com/images/uploads/news/pdfs/Empathy_on_the_Edge.pdf
Step Six: Conduct some Initial Research into a Paper Topic Idea

During the 2nd Nine Weeks, each senior will write a professional APA formatted research paper. You will be researching and writing about a topic that connects to your senior project OR connects to your future career interests.

The panel knows each senior must write this research paper; during your proposal, you will show the results of your Annotated Bibliography, proving that the topic your choice is valid and has credible sources out there for you to use.
Step Seven: The Annotated Bibliography

As you research your chosen topic, to prove it is a viable topic, you will find and examine at least FIVE credible sources. You will list these sources in alphabetical order in an APA formatted Annotated Bibliography. For each source, you will write a professional paragraph summarizing the source and discussing its value or awesome quotes/stats/evidence for your paper you will write later. So, the annotated bibliography must have five sources with a paragraph each.

You will share your annotated bibliography during your proposal to your panel proving that your research topic is a solid one and there are sources out there.
Step Eight: Create a Proposal Slide-Show!

You and your group members will create a slideshow presentation, showcasing:

- **Know/Need to Knows:** List all you Know and Need to Know about SP
- **Brainstorms:** Share your various possible project ideas based on your interests.
- **Description of the Project:** Give a clear overview of your project
- **SWOT Analysis:** Analyze yourself and your Project Idea!
- **Needs Assessment/Community Impact:** Prove the community needs the project
- **Annotated Bibliography:** Discuss your research topic and share bibliographies.
- **Mentor:** You do NOT need to have a mentor now, but mention the type you’d like
- **Financial Needs:** Plans for Dealing with Money (Only for projects with budgets)
- **A Project Calendar:** List of Deadlines and Benchmarks for your project
- **Individual Roles** for Project Group Members: What will each person do?
- **Mission Outcomes:** How does this project demonstrate our school Outcomes?
If you have a mentor already chosen, then use this time to discuss their credentials and how they will impact your project. If you do NOT have a mentor chosen, then use this time to explain the type of mentor you are looking for.

- How will this mentor assist you in completing your project?
- How does this mentor have expertise or experience in your chosen field?
- What relationship do you have with your mentor?
- How can you ensure they will be able to verify your (15) hours of work?
Financial Needs

If your project will have you use or exchange ANY MONEY, then you have to have a financial needs plan in action. If you are spending money, then you must show your budget, your receipt plan, and accountability plan. If you are raising money, then you must have a strict plan for the money at all times. You must know the rules of handling money for school functions! Prove you have a plan in your proposal to the panel. (Read the Booklet for this section)

If you are NOT dealing with MONEY then you do NOT have to discuss this!
A Project Calendar

A major part of your project proposal is explaining to the panel your project calendar and benchmarks due dates. Explain to the panel what you will be doing each week to make sure your project is a success. Create a calendar showing when you will do every aspect of your project from start to when you finish next May and present your project.
Individual Roles in the Project

If you are completing the project individually, take a moment to list all of the roles, jobs and responsibilities you will have to complete to be successful in this project. Discuss how you will make sure you work at least FIFTEEN HOURS in the completion of the project.

If you are completing the project in a group, take a moment to list all of the roles, jobs and responsibilities each person has and justify how it will be at least FIFTEEN HOURS for each group member in the completion of the project.
Mission Outcomes

This is the most important part of your presentation! You must go through EACH of our school’s Mission Outcomes and prove that you will be addressing each one in the completion of your project. I would have a slide for each of the Outcomes to make sure you fully address each one!

- Know themselves and their talents well, identify areas for personal growth and identify paths that will fulfill their own destinies.
- Learn through collaboration with family, business, and community.
- Possess a strong sense of civic responsibility.
- Embrace and celebrate differences and appreciate individuality.
- Think critically and practice 21st century skills.
- Think creatively to solve authentic, real world problems.
- Sustain healthy, trusting relationships that support a safe learning environment.
Wrap up your presentation, going over the main points, then transitioning into asking the audience for questions. They will ask clarifying questions, then have you leave the room. While in the hall, they will deliberate over what you have presented. You will then, re-enter the room and they will give you likes, wonders, and next steps for your project. They will either approve it fully, approve it IF you complete a few things, or DENY the project and you will be required to find a new one!
Once you have completed all of the requirements and have your presentation ready, you will have (15) Minutes to present to facilitators, community members, and a school administrator.

- Bring a copy of your materials to give each panelist (FOUR COPIES)
- Dress Professionally!
- Have your presentation practiced and ready to present.
- Following your presentation, you will field questions from the audience.
- They may deliberate, then call you back in with their decision.
- If your project is NOT APPROVED, you will have to re-plan and present a second time at a later date.
Click on this Link to sign up for a presentation time. Each presentation will have a (20) minute time slot. Be VERY professionally dressed, practiced, and ready to walk in five minutes before your start time.

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<th>Tuesday, September 28th</th>
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Example Proposal Slideshows from Year’s Past

Adventure Club Spring Break Trip