

<Your Name>	<Company Name>
<Your UVic ID>	<Title of the Project>
<Date>	<Version>

Version	When	Who	What
1.0			Initial Drafting

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1.0 Problem description / expression of need

What is the need for improvement in the client organization?

2.0 Project Objectives

Specify the objectives in detail

3.0 Current System(s)

Current system(s) at the client organization (if any)

4.0 Intended users and their interaction with the system

In the client organization or outside

5.0 Known interaction with other systems within or outside the client organization

List up to three

6.0 Known constraints to development

List up to three

7.0 Project Schedule

Broad overview, to be derived from course schedule

8.0 Project team

Project team member's info and roles

Contact info

9.0 Glossary of terms

Terms used in RFP

Project Proposal Summary (1 page)
<Your Name> and <Your UVic ID>

My Résumé

<Your Name> and <UVic ID>

Project management experience

Leadership, management, communications, negotiation and conflict resolution experience

Writing experience

Writing, presentation, marketing and sales experience

Webmaster experience

Personal website
Personal blog
Website development experience
Web tools
User interface design skills
HTML5, SVG

Software tool expert

Tool experience and programming skills, prototyping tools

Programming skills

Programming languages
Scripting languages
Java, C, Python, Swift
Mobile platform programming (iOS, Android)

Design experience

Design experience and design tools
UML diagramming & object-oriented design skills
Interface expert—user interface programming & presentation skills

Requirements engineering experience

Requirements elicitation
Requirements analysis
Requirements verification, traceability
Testing and reviewing skills