

TAGOS Leadership Academy - Project Proposal Guide Form

Follow this guide as you write the proposal for your next project (minimum of 50 hours). Remember that a thorough, detailed proposal will lead not only to approval by the advisors but to a successful project. This process has been established to assure strong student projects that are rigorous, relevant, worthwhile, and have purpose.

1. Write a **Project Purpose Statement** in a narrative style explaining your project topic and why you want to study it. Include how this topic benefits you: How does it help to achieve short-term and long-term goals (credit/graduation)? What standards will it meet? On what skill(s) will you focus during the process (see Rubric)?
 - 50 – 100 Words, 12-point font (Times New Roman) and double-spaced.
 - Submit to advisor for approval.

How much time did this take you? _____ minutes

I have read and discussed the Purpose behind this project topic, and I approve further study.

Advisor Signature _____ Date _____

2. Complete five to ten hours of **Preliminary Research**.
 - a. Read at least one general overview of your topic to gain broad-scale understanding.
*Try an Encyclopedia or Wikipedia's Website
 - b. Create a web of subtopics, related issues, causes/effects, etc.
*Graphic Organizers, use Inspiration
 - c. Generate a list of open ended questions that will guide further research.
 - d. Gather a list of relevant resources and the resources themselves.
*You MUST have a live resource.
*Best Research will be completed, when entire books are read regarding a topic.

Notice: Preliminary Research Time Awarded Upon Completion of Project for Credit.

3. Schedule and Prepare for a **Proposal Meeting** with your project team (2 advisors).
 - a. Have all projects forms in a binder for only the project at hand including: Project Proposal Guide, Purpose Statement, Project Checklist, Performance Rubric, and Project Time Log.
 - b. Organize Preliminary Research; bring gathered sources.
 - c. Bring ideas for primary resources (experts, field trips, etc.)
 - d. Bring ideas for activities that might be a part of your project process.

Project Title _____

Proposed Credit Area(s): _____ End Date _____

Student Signature _____ Date _____

Primary Advisor Signature _____ Date _____

Second Advisor Signature _____ Date _____

4. Upon **Project Acceptance** Enter Information in **Project Foundry**