

Assignment 8 (300 pts)

Team SALT Project

(8a) Proposal (p. 253) – 1 per team (50 pts)

Write a professional proposal outlining the following:

1. **Overview** – of total project (similar to your personal statement of purpose – ID what you plan to do and who you plan to do it for) – be sure this includes projected outcomes/benefit(s) to the organization
2. **Background** – describe your NP partner and its specific need, state whether this is a solicited or unsolicited proposal – if solicited, who requested it and why?
3. **Resources & Data** – who is on your team and what qualifies each for the task? Also, what other resources will you tap? Who will advise you? Where will you collect data to help you complete your project?
4. **Project Plan/Schedule** – detailed step-by-step project plan, including your timeline chart
5. **Budget** – list your estimated costs; if there are no costs, state that there are no costs
6. **Authorization Request** – summary statement that asks for approval or signature to seal the contract

Email this Proposal TO your instructor and CC team members.

Save file as: "TeamName_Proposal.docx" (Team Name should ID your NP partner)
Email TO instructor; CC team members AND project manager AND project adviser

(8b) Agenda/Minutes (p.54-57) – 1 each per team (50 pts)

Your team should schedule several meetings:

1. **Team planning meeting** around Feb. 14
2. **Proposal planning meeting** with your project adviser before Mar. 1
3. **Progress report meeting** with project manager around Mar. 15
4. **Final advising meeting** with project adviser before Mar. 29

Plan an Agenda (however short) for each of these meetings. During the meeting, someone should keep notes and type up a Minutes report to distribute to all meeting attendees afterward. You may put the Agenda at the top of one page and the Minutes at the bottom of that same page.

Email a copy of the Agenda/Minutes TO your team members and CC your instructor and project manager each time you have a meeting.

Save files as: "TeamName_Minutes_Planning.docx"
"TeamName_Minutes_Progress.docx"

(8c) Written Report (p.286) (100 pts)

As your team works to research and execute the project plan for your NP partner, catalog the details. Write a formal, informational report that gives an overview of the project, from start to finish.

Sections of the report:

- Cover page (give it a title)
- TOC (Table of Contents)
- Executive Summary
- Report (5-6 pages, single-spaced)
- Works Cited

Also include:

- Section headers that aid organization. The organization can be chronological, a before-after, whatever you decide is best based on your particular project. See textbook for good organizational patterns.
- High skim value techniques that make the report reader-friendly (appropriate font, colors, spacing, etc.).
- Strong data including charts, tables, pictures, and graphs.
- Consider the SALT REFLECTION RUBRIC as you write the report. This project includes a **learning** component. Your reflection on the learning that took place – as it links to course objectives – is critical.

This written report is a document that has the potential to impress future employers when included in an e-Portfolio, so **make it something to be proud of**. Print one copy for instructor and bring it to class.

(8d) Oral Report (p.314) (100 pts)

Make a slideshow (PowerPoint, Keynote or Prezi) or a film clip that is a visual representation of your written report. See www.presentationzen.com and www.slideshare.com for additional design inspiration. (10 minute presentation)

Bring your slides on a flash drive to class on the day of the presentation.

(8e) Peer Evaluations (100 pts)

NOTE: All other Team SALT grades are shared by each member of the team. This grade is individual.

At the conclusion of the SALT projects, you'll complete a Peer Evaluation on your team members. Most teams on a project of this scope encounter some differences of opinion and issues of reliability or work quality. Each team should discuss any team issues with the instructor and/or project manager at the time of the team meetings, seeking to work through conflict appropriately. Still, to increase accountability and give you feedback on your own teamwork skills, you're asked to give an honest, confidential evaluation of each team member at the project's end.

The Peer Evaluation will be on BB. Save it as "LastName_PeerEval.pdf" and upload it back to BB.