Professional Project / Thesis Proposal Questionnaire

The proposal consists of responding to this questionnaire and providing attachments as noted below. Keep responses within the word limit noted on brackets. Provide your responses directly in this Word document. After responding to all questions, convert this document to pdf and provide the required attachments into a single pdf document for submitting the proposal. Name the file as: *LastName\_ProfessionalProject\_Proposal\_yyyymmdd.pdf* (for professional project) or *LastName\_ Thesis \_ Proposal\_yyyymmdd.pdf* (for thesis).

Provide the following:

Name:

Email:

Type of project (professional project or thesis):

1. Who is your faculty adviser for this project? Are any other URP or non-URP faculty involved?
2. If this is a professional project, who is the client? Briefly describe the client’s organization mission and provide a web link if possible. [100 to 200 words]
3. What is the title of your project?
4. Explain the main problem that you seek to address, with an explanation of why the problem is important. [300 to 400 words]
5. What are the goals and anticipated results of your project?

[300 to 400 words]

1. Identify what is known about this problem so far by selectively describing and evaluating key ideas from literature and best management practices that will guide your study. [400 to 600 words]
2. Distill your project into a single research question that captures the essence of what you hope to discover. (If you have prior expectations and can offer a hypothesis, please include that as well). [50 to 100 words]
3. What is the practical significance of the problem for planning? (How might planning be improved as a consequence of your work? What actions might planners or other actors take in response to the new understanding that you will provide?) [200 to 300 words]
4. What new data will you collect and what existing data will you use? Identify the methods you will apply to address your problem or answer your question (e.g., statistical techniques; interviews; focus groups; document analysis) and explain why these methods are appropriate for addressing your question. List the main steps that you will take in completing your analysis. [500 to 600 words]
5. What will be your final product? [50 to 100 words]
6. What is your proposed schedule of activities? Prepare a table that includes key milestone activities and products created, with expected due dates for all.
7. A purpose of the professional project or thesis is to demonstrate that you can integrate a range of knowledge and experience obtained during your Master of Urban and Regional Planning degree to address a planning problem. Explain how you will fulfill this by identifying skills from a range of courses, professional, and extracurricular activities. [100 to 200 words]
8. Prepare a table that lists the courses that you have taken that will be especially relevant to your completing this project, along with the grade that you received for each.
9. OPTONAL: If you have additional insights to share with the review committee in support of your project, you may address them here.

**Required Attachments** (included in a single file along with the responses to the above questions)

(a) Resume

(b) Transcript (unofficial is fine)

(c) If this is a professional project, a signed letter of support from the client detailing the client’s expectations and specifying the tangible supports the client will provide