

University of Portland - Mechanical Engineering
Engineering Proposals (Letters, Memoranda, and Reports)

Name(s) _____

Engineering proposals may be brief (less than two pages) or very extensive (hundreds of pages). They can be written as letters, memoranda, or reports. Regardless, the format should be as described below. Headings should be used to assist the reader.

Title Page (reports only)

Table of Contents (proposals greater than 20 pages only)

Summary (single paragraph: purpose, need, proposed program, qualifications, and budget)

Introduction (purpose, background information, scope)

Proposed Program

- Discuss proposed approach, plan, and schedule
- Discuss project objectives and/or design criteria
- Sketches, figures, and tables as appropriate to communicate
- Team projects should include a statement of work for all individuals
- Describe “outside” help required (non-team member work)

Qualifications, Experiences, and Facilities

- Relevant qualifications of all team members
- Names of former clients (if applicable)
- Follow NSPE *Code of Ethics* (no “puffery”, self-laudation, etc.)

Budget

- Summary of estimated costs to client
- Itemized into broad categories as appropriate

Courteous Closing (letters or memoranda only)

References

- Sufficient quantity and quality
- Proper citation within the text and bibliographic information as a footnote (letters/memos) or proper reference section (reports)

Attachments (letters/memos) or Appendices (reports) may include:

- Schedule (typically Gantt chart format)
- Criteria tables (tables defining the criteria for the design)
- Detailed budget
- Results of similar or prior work
- Equipment and other resource requirements

Writing Quality

- Format: proper use of headings, page numbers, etc.
- Writing: clear, complete, and concise with proper mechanics (spelling, punctuation, grammar, and paragraph and sentence structures)
- Proper tense, third person, passive voice, formal writing