



MEMORANDUM

Date: November 28, 2016
To: Technical Writers
From: King Sahlimon
Subject: Proposal/Feasibility Study

INTRODUCTORY SUMMARY

We have all been at Stevens High School for a few years and have certainly had our share of problems. We as students now have the opportunity to address those problems experienced at SHS. You will do this as a campus improvement proposal. The guidelines follow.

PROBLEM

You as writer must specifically identify the problem. It could be building, policy, or any other student concern. This problem must be developed with specific examples proving that your identification does indeed constitute a problem. You can do this with pictures, diagrams and instances.

SOLUTION

After the problem is specifically identified and proven to be a problem your focus must change to the possible solutions. You need to identify what can be done, how it can be done and circumstances through which it can get done.

PRESENTATION

This project must then be written to a proposal. Specific guidelines will be covered in class and from chapter 10. The proposal should cover more than one option and should be 3-4 pages in length, not including attachments. This is considered an informal proposal but must include a title page and table of contents. We will then have a small presentation to the class. The presentation will be followed by a feasibility study.

FEASIBILITY STUDY

We will volunteer to take a fellow classmate's proposal and direct the proposal to completion. This will be your feasibility study. The feasibility study determines whether the proposal is a legitimate option. This also will include a cover page and table of contents. Theoretically you will have to speak with building directors to determine whether we can complete the project or not. Your findings will then also be presented to the class.

IMPLEMENTATION

This is a project that will allow you to suggest possible changes in your school. We will have to be proactive and complete. We will complete the whole assignment before Thanksgiving break.

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