The document 1-3 pages.  
The plan should be clear and concise.

The customer  
Institution

**HEADLINE: PROJECT PROPOSAL**

**Background/context of the project proposal**

Here you describe briefly what is the background of the project (Aalto NoVA student project).

**Basic information**

What?

Why?

How?

When?

Where?

Who? The participants are… (Be very detailed: 12 teacher or 6 children aged 5-6 years old and 3 teachers…)

**Objectives**

Define objectives both for you as a student and the objectives for the participant. Later on, when you write a report, you will evaluate the project outcomes in relation to your objectives. In here, you can connect the workshop to the curriculum.

**Recourses needed**

Material resources. What do I need? Where to get it? What is the budget?

What kind of technology I need? Why to choose a certain technology? What are the benefits? What are the challenges?

Where to get it?

**Schedule (can be also visual timeline)**

When is the workshop?   
What is the schedule for preparation?  
Remember also wrap up and feedback.  
When do I write a project report?

**Budget**(We can make a fictional budget: a table) for exercise, but we don't send it to our "customer" Small Folks)

I would enjoy discussing this project proposal with you. If you require any additional materials or information, I am happy to supply it.

Sincerely,

*Signature*

BA/MA xxxxx xxxxxxx

**Attachments**

CV  
Other references to your previous work (e.g. blog or online portfolio)