Capstone Proposal Revision
(due: as per the course webpage)

IC470 Capstone Team Leader, your team is required to address all issues raised by the reviewers, and may <u>recover up to half</u> of the points lost on Mile3–part I (Formal Capstone Proposal) by resubmitting your revised proposal as follows:

1. **Revisions.** Customer involvement alert => Meet with your customer, resolve the issues noted by the reviewers' feedback and then revise your Formal Capstone Proposal. Give your Customer adequate lead time to review your changes, then have them initial your revised proposal indicating that they concur with your changes.

2. **Revisions Traceability.** In your updated proposal, clearly identify how each issue raised by the reviewers is addressed by:
   a. labeling by hand each distinct issue raised by the reviewers as a, b, c, d, … etc, and,
   b. placing corresponding labels in your *updated* proposal to indicate where you address each issue, and ==highlighting in yellow== the changes you made to your updated proposal that address each issue using a highlighter marker.
   c. Your goal is to make it very clear as to exactly how your updated proposal directly addresses each issue raised by your reviewers.

3. **Deliverables** (both a paper copy and an electronic copy):
   a. **Paper copy:** Prepare a single paper copy of the *revised* proposal, the graded "Review and Evaluation Sheet" and any additional feedback sheets provided by the reviewers, and the *original* (previously reviewed) proposal.
      i. Place all items in the same binder under separate labeled tabs with the updated proposal on top, followed by the (previously graded) Review and Evaluation Sheet you received, any additional feedback provided by the reviewers, and the initial (previously graded) capstone proposal at the bottom.
      ii. Make sure your binder has a sheet on the front cover giving your capstone's Title, Customer and Technical Advisor, Team Number, Team Nickname, and Team Composition.
   b. **Electronic copy**: Also email your updated capstone proposal to both your IC470 instructor (as well as the IC470 course coordinator if they are different) as a Word file or pdf attachment named GroupX_AY83_CapstoneProposal_ Revised.doc/pdf where X is your team number, and 83 is replaced with the last two digits of your class year.
   c. **Email Subj line**: Use "GroupX, Capstone Proposal – Post Review Update" (replace X is your assigned team ID number) as the subject line of the email you send.