I. In general …
   A. Be succinct
      1. 20 pages should be enough
      2. 40 pages absolute maximum
   B. Be thorough
      1. Include all required sections
      2. Cover each section completely (as outlined below)
   C. Be scholarly
      1. Support statements of fact with citations from appropriate literature
      2. Clearly distinguish between facts and theories/opinions/beliefs/aspirations
      3. No grammatical errors
      4. No format errors

II. Problem statement and goals
   A. First and foremost, you must identify a research-worthy problem
      1. Problem =
         a) Something going wrong
         b) Active, not passive
         c) i.e. a missed opportunity is not a problem
         d) Impacts people
            (1) “pain and suffering”
            (2) Identifiable, meaningful population
            (3) Not just a single person or specific company or organization
         e) Generalizable
         f) No “adequate” solution currently available
      2. Research = original contribution to the body of knowledge
         a) Original =
            (1) Individual work
            (2) Something new, however small, added to our understanding
            (3) Explore the unknown
            (4) If the answer is already known, not research
         b) Body of knowledge =
            (1) Applicable to the domain of your discipline (i.e. computing technology in education, information systems, etc)
            (2) Anchored in previous research and/or theory
      3. Research-Worthy =
         a) Theoretical basis for the problem’s
            (1) Cause(s)
            (2) Impact – who it effects
            (3) Intensity – why it causes so much “pain and suffering”
            (4) Implies an appropriate solution
               (a) Within the domain of your discipline
               (b) For which you have adequate resources
For dissertation-level scholarship

B. Problem statement
1. Make a succinct, clear statement of the problem
   a) Succinct = 25 words or less
   b) Clear = direct and to-the-point
2. Follow the statement of the problem with a well-supported discussion of its scope and nature. Well supported entails:
   a) Peer reviewed sources such as edited journals or conference proceedings
   b) Recent sources – generally speaking, nothing over 3 years old
   c) Applicable sources – sources germane to your topic.
3. The discussion of the problem should include
   a) What is the problem
   b) Why is it a problem
   c) How did the problem evolve/develop – issues and events leading to the problem

C. Goals
1. Make a succinct statement of the goal for your study
   a) Succinct = 25 words or less
   b) Goal = solution you propose for the problem you’ve identified
2. Establish a conceptual and/or theoretical framework for the proposed work
   a) Why would your approach have a realistic chance of addressing the problem
   b) Provide adequate support for that goal.
      (1) Effective use of the proposed solution in other instances
      (2) Ideally, instances of similar solutions used to solve similar problems
3. Research questions
   a) Serve as the ‘glue’ that binds the problem identified with the goals (solutions) proposed
   b) Your research questions should be appropriate to the type of study you propose.
      (1) Research
      (2) Developmental problem solving
      (3) Evaluative problem solving
   c) The answers to the research question constitute the contribution your study would make toward addressing the problem

III. Relevance and Significance
A. This section must provide the necessary support for both your problem statement and goals.
B. In general, you need to address three topics
1. The scope of your problem
   a) How far-ranging is the problem
   b) How great is the impact of the problem
2. Why is it a problem
a) What has been tried without success to correct the situation
b) Why have those attempts not been successful
3. Why does your proposed solution (the goals for your study) offer promise as a resolution to the problem
C. All statements made must be supported by citations from appropriate literature
D. You must also address how your project will add to the knowledge base
   1. Show potential generalizability of your results
   2. Show potential for original work
E. Make Brief Review of the Literature a separate subsection of this section
   1. Clearly identify the major areas on which you will need to focus your research in order to build a solid foundation for your study in the existing body of knowledge
   2. Include at least 3 or 4 citations for each major area
   3. Don’t just “point” to the literature
      a) Describe each article completely
      b) Analyze each article and compare and contrast the findings with those of other articles you have read
      c) Evaluate the impact of the article on the body of knowledge in general and on your proposed study
IV. Barriers and Issues
A. In this section you must substantiate that the project you are proposing is of adequate scope to warrant dissertation level work
   1. Dissertation level work entails at least 1 year of full time work for 1 person
   2. Dissertation level work also entails a certain depth of analysis – you must discuss how your proposed project is not superficial
B. You should show how the problem is inherently difficult to solve
C. You should also show how the solution you propose on effecting is likewise difficult.
V. Approach
A. Your approach must be appropriate for the type of study you propose
   1. Research
      a) Experimental
      b) Historical
      c) Descriptive
   2. Developmental problem solving
   3. Evaluative problem solving
B. Your approach section must clearly identify
   1. How you will conduct your study to …
      a) Answer the research questions posited for your study, thereby …
      b) … reach the goals you’ve established for your study, and …
      c) … address the problem identified.
   2. The approach section must provide adequate detail to demonstrate
      a) The feasibility of the proposed study
      b) The appropriateness and rigor of the proposed methodology
VI. Milestones
   A. New section for the preliminary proposal
   B. Essential a project management instrument
      1. Identify the critical points for your dissertation development.
      2. Do not confuse these steps with the steps I mentioned in reference to the Approach section.
         a) In the Approach section you discuss only the steps you will follow in conducting your experiment, developing your product, etc.
         b) In this section, you discuss the steps necessary to complete the dissertation.
      3. You may use an accepted project management tool for this section, if you desire
         a) Gantt Chart
         b) PERT Chart
   C. Precise detail is not necessary at this stage – just identify the major steps.

VII. Resources
   A. Your list of resources should be appropriate to the type of study you are proposing
   B. You must include all resources you will need, such as
      1. Hardware
      2. Software
      3. Networks
      4. Data communications
      5. Access to students
      6. Access to experts in the field
      7. Access to peers
      8. Standardized tests, surveys, or other forms of instrumentation
   C. For the idea paper, you should just list what resources you will need
      1. Do not tell me how you already have access to those resources.
      2. I just want to make sure you have considered the problem thoroughly and identified a realistic set of needs to address the problem.