



Unit 3

PROJECT PROPOSAL

WRITING IN CAREER





หัวข้อเรื่อง (Topics)

1. Introduction to Project Proposal Writing in Career
2. The Essential Components of a Project Proposal
3. Template for Your Project Proposal

1. Introduction to Project Proposal Writing in Career



Writing a project proposal is important for all careers. It explains your ideas, goals, methods, budget, and timeline clearly. A good proposal shows how to solve problems, gives benefits, and convinces others to support you. Reviewing and improving your proposal before sending it increases your chance of success.



Exercise 1 : Read the example carefully and answer the questions.

Project Proposal : Improving Technical Skills in Welding

1. Title

Improving Technical Skills in Welding

2. Introduction

Background :

I am a second-year welding student.

I have problems with new welding equipment but have a chance to improve by training.

Purpose :

To learn modern welding skills



3. Objectives

Career Goals :

- Get TIG welding certification in 6 months.
- Complete a real welding project in 3 months.
- Join a welding competition within 1 year.



Professional Development :

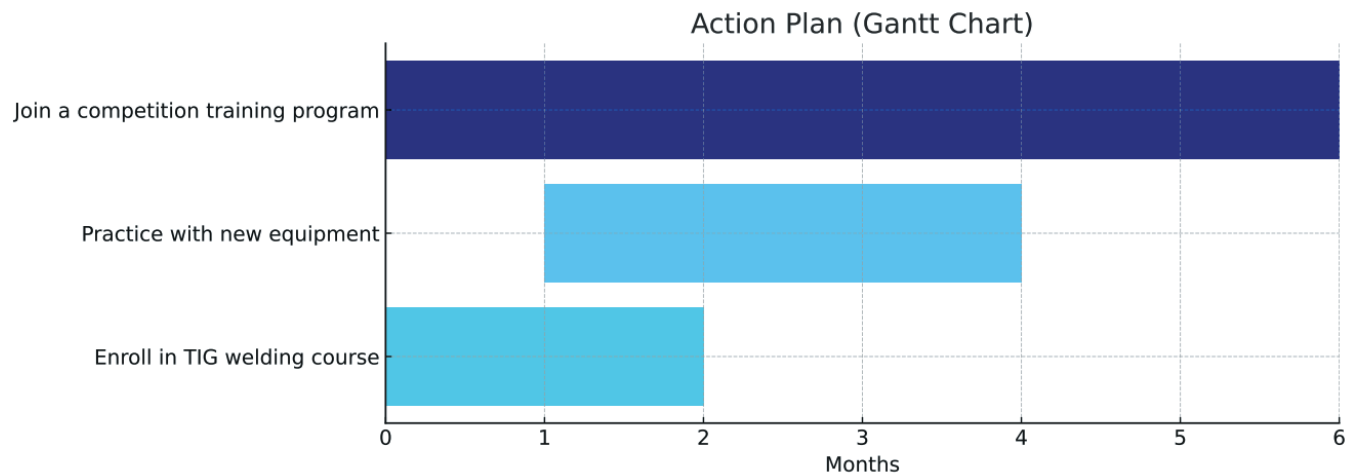
- Learn to use modern equipment.
- Solve welding problems effectively.

4. Methodology

Action Plan :

- Enroll in a TIG welding course (2 months).
- Practice with new equipment (3 months).
- Join a competition training program (6 months).

Example of Action Plan Timeline



Resources :

- Welding equipment from the college.
- Guidance from my teacher.
- Online videos and tutorials.



Online Course

**Welding Diploma
& MIG Welding
And Welding Safety**

TRAINING EXPRESS

AoHT
MEMBER

ROSPA
Member

UKRLP UK Register of Learning Providers

CPD Quality Standards

Free Certificate

Free Retake Exam

Lifetime Access

5. Stakeholder Analysis

Stakeholders :

- Teacher – provides feedback.
- Classmates – help with practice.
- Industry experts – give advice.

Engagement :

- Regular feedback sessions with teachers and friends.
- Join external workshops to meet experts.

6. Budget

Costs :

- TIG welding course: \$200
- Materials for practice: \$100
- Competition fee: \$50

Return on Investment (ROI) :

- Higher salary after graduation.
- A stronger resume by winning awards.



7. Evaluation Plan

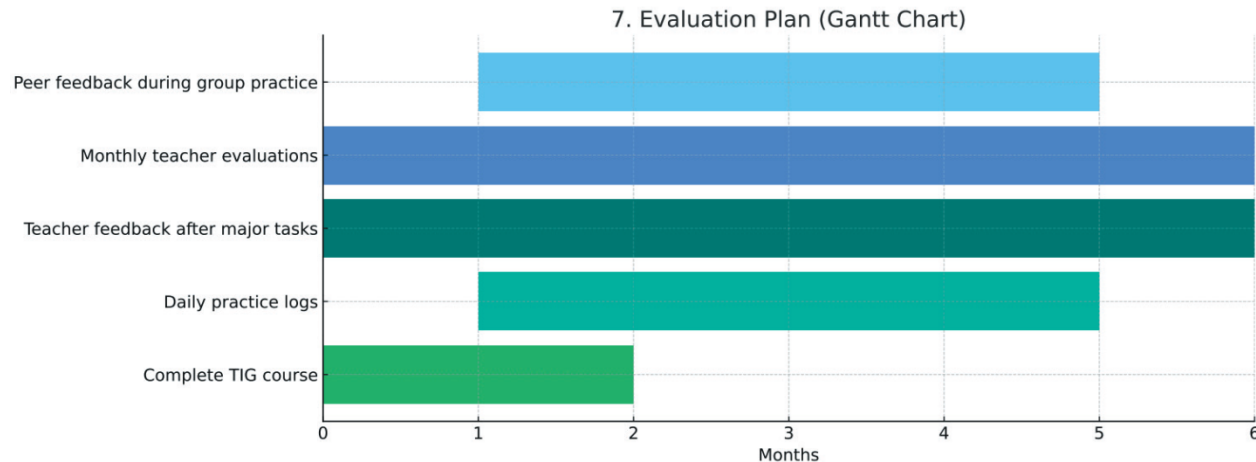
Monitoring :

- Complete TIG course.
- Daily practice logs.
- Teacher feedback after major tasks.

Feedback :

- Monthly teacher evaluations.
- Peer feedback during group practice.

Example of Evaluation Plan



8. Conclusion

Summary :

This project improves my welding skills through training, practice, and competitions.

Next Steps :

Enroll in a TIG welding course and start practice sessions.

1. What is the title of the project?

- a) Making Welding Equipment Better
- b) Designing a new type of metal
- c) Becoming a Welding Teacher
- d) Learning Basic Welding Skills
- e) Improving Technical Skills in Welding

2. Why is this project important for the student?

- a) To make money while studying
- b) To get free new equipment
- c) To skip competitions
- d) To learn modern welding skills and get certificates
- e) To travel abroad for welding shows





3. What is one career goal for the student?

- a) Build a new welding machine
- b) Get certified in TIG welding within 6 months
- c) Open a workshop right away
- d) Teach welding to classmates
- e) Become a car mechanic instead

4. What is one resource the student will use?

- a) Old welding tools
- b) Help from the teacher
- c) Free welding courses
- d) Personal savings
- e) Buy luxury welding equipment

5. How will the student check progress?

- a) Practice weekly with no feedback
- b) Only check progress after finishing the course
- c) Record practice and get feedback from the teacher every month
- d) No need to check progress
- e) Ask friends without practicing

6. What is one benefit of finishing the project??

- a) Get a higher salary after finishing school competitions
- b) Get free tools for
- c) Get a permanent teaching job
- d) Get unlimited access to all

2. The Essential Components of a Project Proposal

A project proposal is a simple plan. It explains what you want to do, why it is important, and how you will do it. It helps you set goals, organize ideas, and get support. If you know the important parts, you can write a strong and clear proposal.





Exercise 2 : Complete each part below - Write short and simple sentences. Use the guide and your own ideas.

1. Introduction :

1.1 Background

Write about your current career. Include one challenge and one opportunity.

Example :

“I have worked as a technician for two years. I find it hard to use new tools but have a chance to learn and improve my skills.”

Write your background:

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1.2 Purpose

Write your main purpose for your career.

Example :

“My purpose is to develop leadership skills and achieve a promotion within two years.”

Write your purpose:

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2. Objectives

2.1 Career Goals

List objectives. Add timelines.

Example :

- Get certified in 6 months.
- Lead a project team in 1 year.
- Become a manager in 2 years.

Write your career goals:

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2.2 Professional Development

Write 2 skills you want to improve. Show how you will measure them.

Example :

- Learn to use new equipment (prove by passing a skills test).
- Improve communication (prove by getting good feedback from my boss).

Write your development goals

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Pro

Dev

3. Methodology

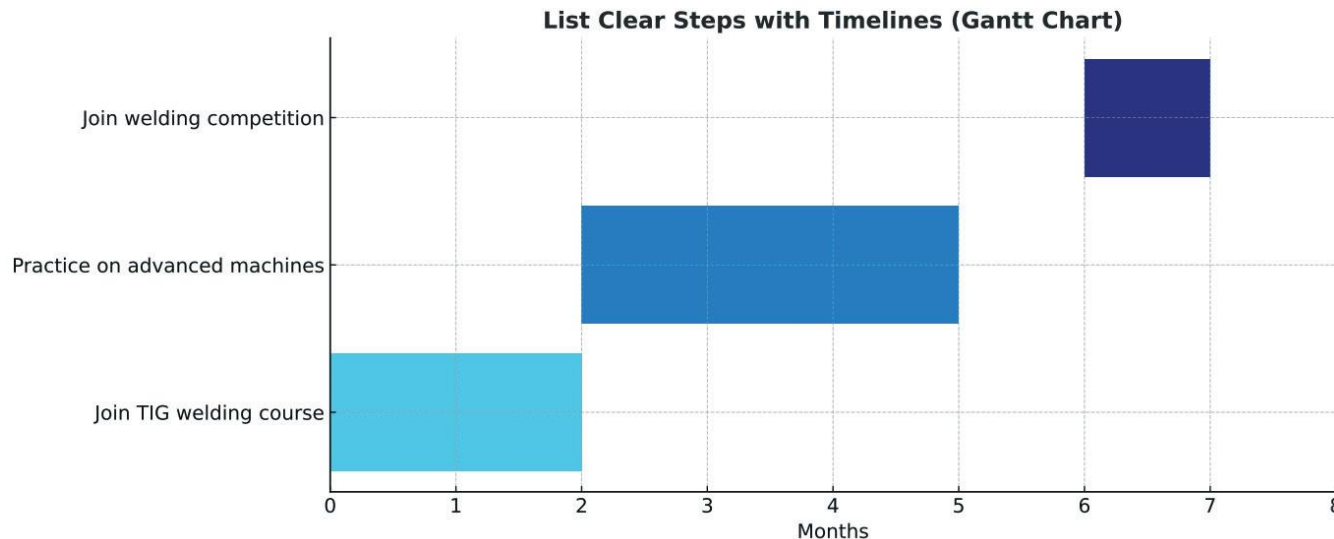
3.1 Action Plan

List clear steps with timelines.

Example :

- Step 1: Join a TIG welding course (2 months).
- Step 2: Practice on advanced machines (3 months).
- Step 3: Join a welding competition (after 6 months).

Example of Clear Steps with Timelines





Write your action plan:

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3.2 Resources

List things you need to help you succeed.

Example :

- Online courses to learn faster.
- College workshop for practice.
- A mentor to give advice

Write your resources:

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4. Stakeholder Analysis

4.1 Identify Stakeholders

Who will help or support you?

Example :

- My teacher – gives advice.
- My classmates – practice partners.
- An industry expert – mentor and coach.

Write your stakeholders:

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4.2 Engagement Strategy :

How will you work with stakeholders?

Example :

“I will meet with my mentor every month to ask for advice and review my work.”

Write your engagement strategy:

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5. Budget

5.1 Costs and Investments

List the costs for training, certification, or practice.

Example :

- TIG welding course: \$200
- Practice materials: \$100

Write your costs:

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5.2 Return on Investment (ROI)

Explain the benefits you will get after investing.

Example :

- “After the course, I can get a better job with 20% higher salary.”
- “Winning a competition will make my resume stronger.”

Write your ROI:

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6. Evaluation Plan

6.1 Progress Monitoring

How will you check your progress?

Example :

- “Track daily practice in a notebook.”
- “Get feedback after completing big tasks.”

Write your monitoring plan:

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6.2 Feedback Mechanisms

How will you get feedback to improve?

Example :

“Have a monthly meeting with my teacher to check my progress.”

Write your feedback plan:

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.....7. Conclusion

7.1 Summary

Summarize your proposal briefly.

Example :

This project will help me improve my welding skills and prepare for a better job.”

Write your summary

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7.2 Next Steps

Write what you will do next.

Example :

“I will enroll in the TIG welding course and start daily practice.”

Write your next steps:

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Exercise 3 : Matching Exercise - Match the project elements in Column A with their definitions in Column B.

Column A : Project Elements	Column B: Definitions
1. Introduction	A. Steps you will take and when you will do them
2. Objectives	B. Finding and working with people who can help

Column A : Project Elements	Column B: Definitions
3. Methodology	C. Clear goals you want to achieve
4. Stakeholder Analysis	D. A short summary and what to do next
5. Budget	E. How you will check progress and get feedback
6. Evaluation Plan	F. A short overview and reason for the project
7. Conclusion	G. How much money you will need and spend

3. Template for Your Project Proposal

A Project Proposal Template helps you plan your project step-by-step. It covers important parts like project title, goals, action plan, and evaluation. Using this template makes your proposal clear, simple, and complete.



Exercise 4 : Create Your Own Project Proposal - Imagine you are a technician or worker. Use this template to write a simple proposal. Follow the steps. Keep your sentences short and clear.

Template for Your Project Proposal

1. Title of the Project

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2. Introduction

2.1 Background

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2.2 Purpose

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3. Objectives

3.1 Career Goals

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3.2 Professional Development

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4. Methodology

4.1 Action Plan

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4.2 Resources



5. Stakeholder Analysis

5.1 Identify Stakeholders

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5.2 Engagement Strategy

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6. Budget

6.1 Costs and Investments

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6.2 Return on Investment (ROI)



7. Evaluation Plan

7.1 Progress Monitoring

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7.2 Feedback Mechanisms

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8. Conclusion

8.1 Summary

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Exercise 5 : Work in pairs or groups. Take turns asking and answering the questions. You can use your answers from Exercise 4 to help you

1. Title of the Project

Q : What is the title of your project?

A : The title of my project is

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2. Introduction

Q : Why did you choose this project?

A : I chose this project because

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Q : What is the purpose of your project?

A : The purpose of my project is to

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3. Objectives

Q : What are your career goals for this project?

A : My career goals are

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4. Methodology

Q : What steps will you take to complete your project?

A : My action plan includes

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Q : What resources will you use for your project?

A : The resources I will use are

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5. Stakeholder Analysis

Q : Who are the stakeholders in your project?

A : My stakeholders are

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Q : How will you engage with these stakeholders?

A : I will engage with them by

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6. Budget

Q : What are the main costs of your project?

A : The main costs include

7. Evaluation Plan

Q: How will you track progress on your project?

A: I will track progress by

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Q: How will you gather feedback on your project?

A: I will gather feedback through

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8. Conclusion

Q : What is the next step in your project?

A : The next step is to

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Vocabularies in Project Proposal Writing



Vocabularies	Definition	Thai Meaning
Proposal	A formal plan or suggestion for a project	ข้อเสนอ
Background	Information about the context or history of the topic	ภูมิหลัง
Purpose	The reason or aim of doing something	วัตถุประสงค์
Objectives	Specific goals to achieve	เป้าหมาย
Methodology	A system of methods used in a project	ระเบียบวิธี
Action Plan	A step-by-step plan to achieve goals	แผนปฏิบัติการ
Stakeholder	Someone with an interest in the project	ผู้มีส่วนได้ส่วนเสีย
Budget	The amount of money allocated for a project	งบประมาณ

Vocabularies	Definition	Thai Meaning
Timeline	A schedule showing the order of events	กำหนดเวลา
Evaluation	Judging the value or success of something	การประเมิน
Engagement Strategy	A plan for involving stakeholders	กลยุทธ์การมีส่วนร่วม
Return on Investment	The benefits gained from investing resources	ผลตอบแทนจากการลงทุน
Certification	An official document proving achievement	การรับรอง
Professional Development	Improvement of skills related to a career	การพัฒนาวิชาชีพ
Feasibility	The practicality of a proposed plan	ความเป็นไปได้

Vocabularies	Definition	Thai Meaning
Career Goals	Long-term objectives in a profession	เป้าหมายในสายอาชีพ
Progress Monitoring	Tracking the advancement of tasks	การติดตาม ความก้าวหน้า
Feedback Mechanism	A way to collect comments or suggestions	กลไกการให้ข้อเสนอแนะ
Milestone	A significant stage or event in a project	เหตุการณ์สำคัญ
Expertise	Special skill or knowledge in a particular area	ความเชี่ยวชาญ
Collaboration	Working together to achieve a goal	ความร่วมมือ

Vocabularies	Definition	Thai Meaning
Workshop	A practical training session	การประชุมเชิงปฏิบัติกร
Leadership	The ability to guide or manage others	ความเป็นผู้นำ
Advancement	Improvement or progress in career or skills	ความก้าวหน้า