



Step-by-step Guide for Project Development for the 15th FETEPS

Dear participant, how are you?

This document has been created to assist you and your team in the project development process for the 15th edition of FETEPS - the Technology Fair of Centro Paula Souza.

FETEPS is an annual event promoted by Centro Paula Souza, an institution that manages Etecs (State Technical Schools) and Fatecs (State Technological Colleges) in the state of São Paulo. Its objective is to showcase technological projects developed by students and professors from Etecs, Fatecs, and other national and international institutions specializing in Professional Technological Education.

To submit a project to FETEPS, follow these steps:

1. Read the Regulations of the 15th FETEPS, [click here!](#)

2. Form your team

a) Form your team with:

- maximum of 03 students;
- mandatory 01 guiding teacher interested and knowledgeable in chosen area;
- optionally, choose 01 co-guiding professor interested and knowledgeable in the chosen area.





b) Define a problem

- a) identify a global problem you consider important;
- b) use the knowledge acquired in the course to seek solutions to the identified problem;
- c) define the solution;
- d) understand how this solution aligns with the UN's 2030 Agenda for a better world, selecting one of the 17 Sustainable Development Goals (SDGs) as the project's central focus;
- e) give your project a name.

c) Plan!

- a) Develop a detailed project plan with a schedule, including:
 - research on the theme/problem/solution
 - development/modeling of the product/project
 - prototyping and testing
 - budget planning, if necessary
 - required resources

d) Research!

- a) conduct research on the defined problem and solution
- b) gather information about the causes, consequences, and impacts of the problem
- c) check if there are similar projects/products/services
- d) explore methods that will aid in project development

e) Develop the Project

- a) put the plan into action and developed the project;
- b) download the Manual & SCRIPT STRUCTURE from the [official FETEPEPS website](#) for everything you need for project ideation
- c) conduct SWOT analysis;
- d) model the project with the [Canvas](#);
- e) monitor progress according to the established schedule.

f) Prototype, test and evaluate

- a) conduct rigorous tests and evaluations of your project to ensure it meets established objectives;
- b) make adjustments as necessary;





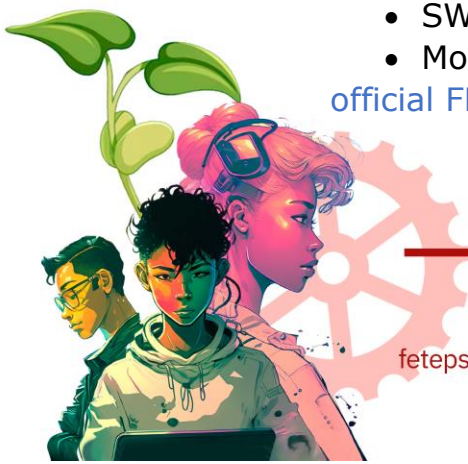
- c) evaluate if your project has market and economic viability;
- d) reflect: Is this project innovative/creative? Does it have a similar solution? Is it effective in what it proposes? Can it positively impact people?

g) Record the Pitch format video

- a) prepare an impactful presentation highlighting the main aspects of the project, including the problem, proposed solution, results, and final considerations;
- b) practice the presentation several times to ensure you are well-prepared;
- c) record in a quiet environment, with good lighting, respecting the 3-minute limit;
- d) download the **Video Tutorial** available on the [official FETEPS website](#)
- e) remember! The video is the moment to showcase how good your idea is! So, make it outstanding!

h) FETEPS Registration

- a) Check that the registration deadline for the 15th FETEPS is from **10/10/2023** to **02/15/2024**;
- b) Follow the instructions provided by Centro Paula Souza's regulations to register your project, available on the [official FETEPS website](#)
- c) minimum requirements include:
 - Complete identification of the profile of all project members (students and guiding teacher) on the platform;
 - Project summary and keywords;
 - Upload the project in PDF format, following the template as per regulation 3.3;
 - Pitch video link (YouTube);
 - Supportive documents relevant to the project, part of the Scientific Regulation Commission (CRC), available on the [official FETEPS website](#);
 - Continuity form, if necessary, as per regulation 2.4 when applicable;
 - SWOT analysis, available on the [official FETEPS website](#);
 - Model the idea using the BMG Canvas, available on [official FETEPS website](#).





i) Project Validation

The project will be considered registered for presentation at the Fair only after validating all the platform steps. Don't forget this step!

j) Participation in the in-person FETEPS

If your project is one of the 120 classified for in-person presentation at the 15th FETEPS, you must:

- a)** present your project during the in-person event and be prepared to answer questions from evaluators, investors, invited companies, and visitors;
- b)** be open to feedback and networking with other participants;
- c)** remember that research and development quality, as well as clarity in presentation, are essential for success at the 15th FETEPS;

ATTENTION: This document is only a student support document to aid in the project development and submission process. Pay attention to the rules described in the 15th FETEPS Regulations.

Success with your project!

Organizing Committee 15th FETEPS

