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**Proposal**

**For**

**Second Year Project**

**Bachelor of Science in Information Technology**

Project Name

**Submitted by**

**Member1(Student number)**

**Member2(Student number)**

**Member3(Student number)**

**…**

**…**

**Gyalpozhing College of Information Technology**

**Read carefully before filling the form.**

1. Please do not alter the layout of the application form. Information must be filled in the spaces provided, under set format.
2. Guidance notes in various fields should not be deleted.
3. Required information should be duly filled in the specified fields.
4. Required heads/fields which are not relevant to the project should be marked **N/A** (Not Applicable) or left blank and should not be deleted.

**Guidelines and Forms**

**Submission Procedure**

Duly filled proposal forms completed in all respects should be submitted in form of soft copy and a hard copy to project guide and project coordinator. On receipt of the applications the proposals will be evaluated by reviewer panel and proposal would then be defended by student groups. The project group may need to revise the proposal in light of the evaluator’s recommendations.

**For further information, please contact:**

Project Coordinator

Jigme Wangmo

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**Note:** To update the table of contents, right click in the table and select ‘*update field*’ and then select ‘Update Entire Table’.

**Application for Final Year Project**

# 1. Project Identification

|  |  |  |  |
| --- | --- | --- | --- |
| Reference Number: | | | |
| (for office use only) | | | |
| Project Title: | | | |
|  | | | |
| Project Internal Guide: | | | |
| Name: |  | | |
| Designation: |  | | |
| Organization: |  | | |
| Mobile # : |  | Tel. # : |  |
| Email: |  | | |
| **C1. Project External Guide:** | | | |
| Name: | **NA** | | |
| Designation: |  | | |
| Organization: |  | | |
| Mobile # : |  | Tel. # : |  |
| Email: |  | | |
| **C2. Student Group Lead:** | | | |
| Name: |  | | |
| Roll No: |  | | |
| Department: |  | | |
| Mobile # : |  | Tel. # : |  |
| Email: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Organizations Involved in the Project: *(Please identify all affiliated organizations collaborating in the project, and describe their role/contribution to the project.)* | | | |
| **D1. Industrial Organizations:** | | | |
| *#* | *Organization Name* | | *Role / Contribution* |
|  | *NA* | |  |
| **D2. Academic Organizations:** | | | |
| *#* | *Organization Name* | *Role / Contribution* | |
|  |  |  | |
| **D3. Funding Organizations:** | | | |
| *#* | *Organization Name* | | *Role / Contribution* |
|  | *NA* | |  |
| Key Words: *(Please provide a maximum of 5 key words that describe the project. The key words will be incorporated in our database.)* | | | |
|  | | | |
| Research and Development Theme: | | | |
|  | | | |
| Project Status: (Please mark ☑)  q New ☑ Modification to previous Project  ☑ Extension of existing project | | | |

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| --- | --- | --- |
| Project Duration: | | |
| Expected Starting Date: |  | |
| Planned Duration in months: |  | |
|  |  |  |

# 2. Scope, Introduction and Background of the Project

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| Scope of the Project: |
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| Introduction (Project Background and Literature Review, Current State of the Art): *(Detailed summary of what all has been done internationally in the proposed area quoting references and bibliography. Please note that this section demonstrates the depth of knowledge of the project team and builds the confidence of the evaluators about capability of the team in achieving the stated objectives.)*  *(Please describe the current state of the art specific to this research topic.)*  **Literature Review:** |

|  |
| --- |
| Challenges: *(Please describe the challenges, specific to this research topic, currently being faced internationally.)* |
|  |
| Motivation and Need: *(Please describe the motivation and need for this work.)* |
|  |

# 3. Aim and Objectives of the Project

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| *(Please write the actual aim of your project. Also, describe the measurable objectives of the project and define the expected results. Use results-oriented wording with verbs such as ‘to develop..’, ‘to implement..’, ‘to research..’, ‘to determine..‘, ‘to identify..’ The objectives should not be statements and should not include explanations and benefits. The objective should actually specify in simple words what the project team intends to achieve (something concrete and measurable/ deliverable). Fill only those objectives that are applicable to the proposed project.)* |
| AIM :  OBJECTIVES : |
|  |
|  |

# 4. Methodology

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| Development / Research / Test Methodology: *(Please describe the technical details and justification of your development and research plan and test plan and testing strategies. Identify specialized equipment, facilities and infrastructure which are required for the project and their utilization plan. The block diagrams, system flow charts, high level algorithm details etc. have to be provided in this section. Also, describe the overall methodology to be used for the particular research topic)* |
|  |

|  |  |
| --- | --- |
| Project Team: | |
| ***Title / Position*** | ***Number*** |
| Project Internal Guide |  |
| Project External Guide |  |
| Student Team Members |  |
| Others (please specify) |  |
| Add more rows if required |  |

|  |
| --- |
| Project Activities: *(Please list and describe the main project activities, including those associated with the transfer of the research results to customers/beneficiaries. The timing and duration of research activities are to be shown in the Gantt chart in Section 8.)* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Key Milestones and Deliverables: *(Please list and describe the principal milestones and associated deliverables of the project. A key milestone is reached when a significant phase in the project is concluded, e.g. selection and simulation of algorithms, completion of architectural design and design documents, commissioning of equipment, completion of test, etc.) The timing of milestones is also to be shown in the Gantt chart in Section 8.* | | | |
|  | | | |
| *No.* | *Elapsed time from start (in months) of the project* | *Milestone* | *Deliverables* |
|  | *-* | *Commencement of the project* |  |
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| (Please add more rows if required.) | | | |

# 5. Benefits of the Project (Expected output/outcomes):

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# 6. Risk Analysis/Feasibility

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| Risks of the Project: (Please describe the factors that may cause delays in, or prevent implementation of, the project as proposed above; estimate the degree of risk.)  (Please mark ☑ where applicable) Low Medium High  Technical risk  Timing risk  Budget risk |
| A1. Comments(Describe the risk): |
|  |
|  |

# 7. Project Approval Certificate

|  |
| --- |
| *(Approval of Project Proposal by the Competent Authority (Department Chairman) and Project Review Team is mandatory before the start of project execution****.****)*  ***Project Review Team:***  Sl # Name Signature                  (Please add more rows if required.)  ***Project Coordinator***  Name:  Designation:  Email:  Date: Signature:  ***Competent Authority – Head of Department***  Name:  Designation:  Email:  Date: Signature  & stamp: |

# 8. Reviewers Panel Comments

# 10. Project Schedule / Milestone Chart /Work plan

*(Project schedule using MS-Project (or similar tools) with all tasks, deliverables, milestones, clearly indicated are preferred. Task should be measured in terms of hours)*

# 13. Report Writing Guidelines

*(Project report will be written under the specified guidelines.)*

# Bibliography