FEDERAL TVET INSTITUTE
Addis Ababa, Ethiopia

ELECTRICAL/ELECTRONIC TECHNOLOGY DEPARTMENT
PROJECT DESIGN LAYOUT OF PROPOSAL GUIDELINES
FOR UNDERGRADUATE DEGREE STUDENTS

For most projects, one third of the entire time allotted to doing the project can be taken up with writing the proposal.

Important note about writing a proposal: Proposals are informative and persuasive writing because they attempt to educate the reader and to convince that reader to do something (give you a fund). The goal of the writer is not only to persuade the reader to do what is being requested, but also to make the reader believe that the solution is practical and appropriate.

In persuasive proposal writing, the case is built by the demonstration of logic and reason in the approach taken in the solution. The effectiveness of your proposal will depend on your ability to explain the nature, context and scope of your project.

Notes:
1. **Documents must be a minimum of 14 pages.**
2. **Use Calibri Font 11 for the document.**
3. **Use the standard format of the given cover page.**
4. **No wrong spellings. Data should be provided by references and/or facts.**
5. **Use double space with 1-inch margins on both sides, a 1-inch margin on top and bottom of the page.**

Prepared by:
EET department

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FEDERAL TVET INSTITUTE

Addis Ababa, Ethiopia

DEPARTMENT OF ELECTRICAL/ELECTRONIC TECHNOLOGY

In partial fulfillment of the
B.Ed.'s Degree of Electrical Control/Electronic Communication Technology
(*this is just for example purpose***)**

SENIOR PROJECT   PROPOSAL

Entitled

write your project title here

Submitted by:

Section ___ Group ____
1. **Write your group members here with respective IDs**
2. **Group member 2**
3. **Another group member**
4. **…..**

Academic Project Design Adviser:
- **Write the name of your advisor here**

Submission Date: [Ex: November 15, 2019]

II. **List of figures and Tables**

III. **Definition of Terms**

Define the important terms used throughout the project design.

IV. **Table of contents.**
Section headings must be included, along with the page numbers on which these sections begin. (as it is done for this Proposal Guideline)

V. **INTRODUCTION**
State the technology sector chosen for your project design.

1. **Statement of the Problem**
This is the value chain mapping of the technology.
   a. **AS IS** (Identifying the five (5) sectors below based on previous studies of your project design)

Electronic Controllers, Detectors, and Sensors	Software and/or Hardware Installation	Kit/Module Packaging	Marketing	End-user Profitablity

   b. **TO BE** (Identifying the five (5) sectors below based on your actual project design)

Electronic Controllers, Detectors, and Sensors	Software and/or Hardware Installation	Kit/Module Packaging	Marketing	End-user Profitablity

   c. **GAP** (Compare the AS IS and TO BE and list it below the five (5) sectors.)

Electronic Controllers, Detectors, and Sensors	Software and/or Hardware Installation	Kit/Module Packaging	Marketing	End-user Profitablity

   d. **Identify** the best technology to be used

2. **Rationale and Description**
the Project description should be all about what you are going to do. This section should also include how your project benefits or impacts the project as a whole and what knowledge is gained from your piece of the project.

3. **Objectives of the Project Design**
It should have one main objective and two or more specific objectives to support the main objectives. You need to include general objective and specific objectives.

4. **Importance of the Project Design**
Advantages of having your project design in the implementation stage. How would be beneficial to the market or consumers in terms of convenience, functionality, cost, etc.

Add the benefits and beneficiaries of the project design here.

5. Scope and Delimitation
     a. **Scope** – the project is capable to do the following functions.
     b. **Delimitation** - list the things that your project is not capable of doing.

VI. REVIEW OF RELATED LITERATURE

A summary of previous related projects/researches on the research problem, their strength and weakness, and a justification of your project – In other What is known or what have been done by others? and, why your project is still necessary?

- Quote those previous studies and/or publish journals to the latest.
- This should be in chronological order.

VII. METHODOLOGY

In this section provide a clear, explicit and thorough description of how you plan on performing your task, addressing your problem, completing each step and meeting your goals.
Probably the largest section of your proposal. It will include the following (not necessarily in this order): what kind of software, analysis methods which you will going to use (any kinds of methodology) to realized our project.

    a. Material Used with cost (to be used)
    List of the Materials needed for the project design. This is part of the FINANCIAL REQUIREMENTS in creating your project design. Please write the ***detail specification*** of materials.

Example below:

Item	Quantity	Amount
	TOTAL:	

    b. Time Schedule/Work Plan to cover the project design: - **Project timeline**
    Give an overview of when you are going to do specific steps of your project. This does not need to be a day to day list but depending on the length of your project it may give an overview biweekly or monthly. Be sure to include time to review/synthesize your data or to reflect on the experience. You should include time to write the final report/paper.
    c. Physical Description of each components/items used in the project design with pictures (**optional**)
    d. Step-by-Step Procedures in Creating the Project Design (**optiona**l)
    This includes the program codes if you have one, Schematic Diagrams, PCB Layouts, etc.

VIII.   REFERENCES

Any reference that is listed in this section must be cited in the text of your proposal. You should use references primarily to back up specific statements you make throughout the proposal. Cite references with the (author, date) format.

- Minimum of 8 for Undergraduate Project studies or research projects/journal papers stated to support your project

References used for preparing this Proposal Guidelines:

1. TeCAT Guideline format which was dispatched for departments from TeCAT & Research Office
2. Steven A. Jones, PROPOSAL STRUCTURE, Louisiana Tech University, Research Experiences for Undergraduates Program.
3. Zinsser, William. On Writing Well, 30 the Anniversary Edition: The classic Guide to Writing Nonfiction. Harper Collins, London: 2006.
4. Trimble, John R. Writing With Style: Conversations on the Art of Writing (3rd. Edition). Longman, New York: 2010
5. University of Waterloo guide on Thesis and Long Documents. http://ist.uwaterloo.ca/ew/thesis/ThesisCourse/WordTheses.html

APPENDIX:

APPENDIX A: Some Tips and Additional Explanations:

1. Clear statement of research/project question – Very clearly state what you will be studying. Be sure, that this is understandable to someone who doesn't know much about your field of study. If needed, define terms. To test your explanation – give this to a friend not in your major. If he/she doesn't understand, try again!

2. Project Objective - describe things that a person may want to achieve or attain. It is a desired outcome of work done by a person. it implies the target that one's efforts is desired to accomplish.

NOTE: those parts are very important, actually the most important part of your proposal. The rest of your proposal supports these statements. They don't need to be long – one short paragraph should be enough – but it is the most critical. The rest of your proposal will explain why you want to explore this question, how you will do it, and what it means to you.

APPENDIX B: Some notes for effective writing

Getting Started - Begin by brainstorming topics, collecting information, taking a lot of notes, and asking a lot of questions. Keep your notes and sources organized as you go. This data-gathering process makes the actual writing much easier. When developing your topic, look for patterns and relationships. See what conclusions you can draw. Try discussing your ideas with classmates or your teacher. A new perspective can help shake up your thinking, and keep your momentum going.

Organize Your Writing - Develop an outline to help you stay on track as you write, identifying your main points and what you want to conclude. Keep in mind basic essay and paper structure:
The introduction should give your reader an idea of the essay's intent, including a basic statement of what the essay will discuss.
The body presents the evidence that supports your idea. Use concrete examples whenever and avoid generalities.
The conclusion should summarize and make sense of the evidence you presented in the body.

The Rough Draft - You may find as you write that you end up with a different idea than the one you began with. If your first topic or conclusion doesn't hold water, be open to changing it. If necessary, re-write your outline to get yourself back on track.

MISCELLANEOUS:

Use good grammar, spelling and organization. These aspects are paramount in convincing your audience that you have the necessary competence to carry out your work. Make your report as easy to read for a reader as possible. Make tables and figures as complete as possible. Do not make the reader flip back to the text to find out what "Alternative 1" is, or what a particular abbreviation stands for. Make table and figure captions self-explanatory. In general, the table or figure caption should tell the reader what the overall point of the figure/table is. For example, do not say simply: "Amplitude vs. Time." It will be better saying: "Amplitude vs. Time. This shows that the amplitude has increased exponentially as the time increases."

Do not indicate any signs of doubt.

Do not express opinion. Nobody will care what you think.

If you say, "I believe that this project will lead to improved irrigation system for the farmers," it sounds less authoritative than, "The reposed project will lead to improved irrigation system for the farmers."

If you use someone's idea or words, give them the credit by citing them. Refusal to do so is <u>plagiarism</u>.