



RUAHA CATHOLIC UNIVERSITY

FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY

DEPARTMENT OF COMPUTER SCIENCE

Template for Concept Note

*The concept note is the first step to the **PROJECT** process. Students whose concept notes have been chosen for further assessment will be advised and will need to prepare a detailed project proposal for further evaluation.*

1. **Definition:** A Concept Note is an outline project proposal which is submitted by a project worker or project group as a basis for further process.
2. **Purpose:** The purpose of a concept note is twofold: (a) to allow a project worker/group to submit a project proposal in summary form for preliminary assessment and evaluation without the need to prepare a fully-detailed proposal. (b) To allow assessors to make a fairly quick judgement on whether concepts are: - **suitable for further consideration OR unacceptable.**
3. **Submission of a concept note:** Concept notes must be prepared according to the following format and submit on time.

Insert Title of Proposed Project

1. Statement of the problem

- ✓ The statement of the problem should include condition to be improved upon, a difficulty to be eliminated. The statement should identify the gap between the current state and desired state of the proposed project (**It should address a gap in knowledge**).
- ✓ The problem should render itself to investigation through collection of data

2. Overall objective of the project.

- ✓ Provide the overall general objective of the proposed project.
- ✓ Describes the desired results of a **project**.

3. Specific objectives

- ✓ The specific objectives should be measurable.
- ✓ Several **objectives** that must be achieved sequentially.
- ✓ Provide detailed **objectives** that describe what will be done during the study.

4. Project questions

- ✓ Provide the questions by pinpoints exactly what you want to find out and gives your work a clear focus and purpose.

5. Significance of the study

- ✓ Provide the details to the reader on how the **study** will contribute such as what the **study** will contribute and who will benefit from it. It also includes an explanation of the work's importance as well as its potential benefits.

6. Scope of the study

- ✓ The researcher should inform the reader about limits or coverage of the **study**.
- ✓ The **scope should** identifies the boundaries of the **study** in term of subjects, objectives, facilities, area, time frame, and the issues to which the project is focused.