

**IS309 Project Proposal CHECKLIST**

**STUDENT** – tick the box against each item to show they are done and write the page numbers where applicable to indicate where they can be found in your proposal document.

* Give it to your Academic Supervisor for checking, and when approved, send it together with a copy of your proposal approval signoff form to David Weir (Course Convenor).
* Also upload your Proposal Document to the Moodle drop-box provided.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Report Features** | | | |
| 🞏 | Cover Page with appropriate details |  | |
| 🞏 | Table of Contents generated (with logical Heading Hierarchy) |  | |
| 🞏 | Appropriate Headers/Footers |  | |
| 🞏 | Document Control |  | |
| **Report Content** | | | |
| 🞏 | **Introduction** section outlining what the document contains. | | **Pg:** |
| 🞏 | **Project Details** incl. Project Name, Industry/Client Overview,  Project Background – Current and Future Situation. | | **Pg:** |
| 🞏 | **Project Scope** incl. Goals (Industry and Student), Project Benefits (Industry and Student), High Level Project Requirements, and Expected Deliverables. | | **Pg:** |
| 🞏 | **Stakeholder Management** incl. Project Hierarchy, and Reporting & Meetings Schedule. | | **Pg:** |
| 🞏 | **Student Skills**, incl. Skills Required (General and ICT Specific), Skills Gained from Previous Relevant L6 and L7 Courses, Approach to Learning New Skills. | | **Pg:** |
| 🞏 | **High Level Project Plan** incl. Phases, Timetable, Burndown Charts, Resources/Access Required. | | **Pg:** |
| 🞏 | **Detailed Project Plan** incl. Work Breakdown, Phases, Tasks, Deliverables, Time Allocated, Completion Dates, Resources. | | **Pg:** |
| 🞏 | **Risk Management** incl. Approach to Risk Identification & Management, Risk Table (this may be in an appendix). | | **Pg:** |
| 🞏 | **Quality Assurance** incl. Approach to Managing Quality of Deliverables, Quality Assurance Table (this may be in an appendix), Test Plan/Scenarios/Cases (if relevant). | | **Pg:** |
| 🞏 | **Methodology** overview of what tools and methods you propose to use for your project, incl. brief literature review (to justify your choices), summary of pros & cons. *(Note: a full methodology essay will be required in Ass#2).* | | **Pg:** |
| 🞏 | **Professionalism** incl. Professional Standards, ITP Code of Ethics, Relevant Legislation. | | **Pg:** |
| 🞏 | **Sustainability** incl. relevance of key principles to student and industry. | | **Pg:** |
| 🞏 | **Self-Assessment** – Not Required for Proposal, but Keep Section for Halfway and Final | | **Pg:** |
| 🞏 | **Reflections** incl. your approach of how your lessons learnt and your reflections will be captured during the project. | | **Pg:** |
| 🞏 | **Reference List** – in APA version 7, with matching **in-text citations.** | | **Pg:** |

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| **Your Project Must…** | | |
| 🞏 | Be relevant to your field of study. |  |
| 🞏 | Generate new solutions to unfamiliar and sometimes complex problems. |  |
| 🞏 | Be in a professional / industry / organisational context. |  |