

PROJECT PROPOSAL DOCUMENT

OUTLINE OF THE CONTENTS OF A PROJECT PROPOSAL

The actual content of the proposal may vary depending on student and supervisor interests but it must contain as a **minimum**, the following sections:

The Title page contains the following centred information

- Full title of the project
- Candidate's name
- Registration number
- Name of supervisor
- Name of the course/qualification towards which the project contributes

The second page should contain a declaration on originality of work –duly signed

The third page should contain the Table of Contents

The main document starts at the fourth page, the contents of which should follow the following outline.

1. Background

This is usually a detailed background information about the project research area and about the client. It should be clear on what business the client is involved in and how operations are currently conducted. It sets the stage for the problems that will arise.

2. Problem Statement

This is a statement of the problem the project is intended to address. It should clearly show the problem in the light of the project research and its contribution to the solution. Ideally it should originate from the way the organization currently performs its functions. Each problem should be stated clearly with a brief explanation on how it arises from the functions be undertaken.

3. Proposed Solution

This is a high level description of the proposed system touching on major system functionality or features

N.B. this should not be a basic statement of automating a manual system

4. Objectives

Clear, concise “SMART” objectives should be provided including *research* and *system development* related objectives. They are the basis upon which the success of the project will be evaluated. Therefore they should basically address each of the problems being faced by the organization.

One could have main and other objectives

4.1 Literature Review: A literature review is an assessment of a body of research that addresses a research question. The researcher should identify what is already known about the topic being studied. Review similar or related projects

5. Methodology

This is basically an outline of the plan of action. It encompasses the all-round developmental methodology driving your entire data collection to system development.

N.B. Avoid using basic lifecycle-related process models e.g. prototyping – these are not methodologies.

6. Budget and resources

This should generally address all the envisaged resources that will enable the development of the system to succeed. The key items are hardware, software, human and any other costs that will be incurred. Include columns for expected as well as actual cost.

7. Project schedule

This is a breakdown of all the tasks that will be carried out in the course of carrying the project. An estimate of the duration of each task in hours should be done. A work breakdown schedule should be formulated and a task schedule/Gantt chart prepared.

A sample project schedule is as shown below:

Task No.	Description	Task No. of hrs	Subtask No. of hrs	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion date	Deliverables

Include references.