*GUIDELINES FOR PROJECT REPORT*

The project report should include all the technical details of your entire project. Include graphics to illustrate the process that you have gone through in this learning journey so as to engage readers.

Content to be included in the project report:

***1. Title***

The title section should identity the specific nature of the project. It should be brief and indicates the purpose of the study.The title section should include the title and the names of group members clearly.

***2. Abstract***

The Abstract section should allow reader who is unfamiliar with the work to gain a swift and accurate impression of what the project is about, how it arose and what has been achieved. The Abstract should not exceed 500 words, and should be given within a single paragraph. The first few sentences identify the problem the project is addressing, the next few on the solution design for the problem, results from testing and implementation phase of the solution design, and the last one or two conclusion and recommendation drawn from the results. It should not contain references to figures, tables or literature.

***3. Introduction***

The Introduction section introduces reader to the problem being addressed in the project. It indicates the background of the project and the reasons for undertaking it. A good introduction starts with a broad base and ends with a specific point. It first considers the importance of the major problem that exists, primarily to provide the reader with a frame of reference from which to consider your solution design. Then, within the chosen area, it identifies solutions that are present now. Critically evaluate the present solutions. Finally, it pinpoints the intended value of your proposed solution design.

***4. Solution Design***

The Solution Design section features your intended solution for the problem, detail technical description of the solution, the method for testing/implementation of solution design to evaluate the impact of the solution design to the problem stated. Include photographs and diagrams for illustrations.

***5. Results & Discussion***

The Results and Discussion section should summarize the important findings with supporting pictures, tables, graphs, and figures. Critical evaluation of effectiveness of solution design with in-depthreferences to data collected during testing/ implementation process should be included.

***6. Conclusion***

The Conclusion section should briefly summarize the significant results of the project. It should answer the problem identified in the introduction, explain the significant of the solution design that was identified and tested.Recommendations to solution design should be briefly stated in this section as well.

***7. References***

All references are to be cited in [APA](http://www.google.com/url?q=http%3A%2F%2Fwww.apastyle.org%2F&sa=D&sntz=1&usg=AFQjCNHE9QgIHkJewu6M-jN1uOCsvpie4g) format.

***8. Acknowledgements***

This section usually consists of a single paragraph of thanks to the mentors and technical staff, and any others for ideas, advice, criticisms, facilities, services, etc.