

Proposal Guidelines



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Proposal Guidelines

This document is provided to guide the students through proposal writing. Students are requested to go through this document and tailor their proposal accordingly.

The proposal must include each of the following chapters in detail:

1. The first chapter, **Introduction**, introduces the project with proper background, and the scope of the project. This chapter should also give the general description of the project. The description includes the project's **Goals** and **Objectives**. A goal is an abstract state of being, a condition, an end, or an aspiration while objectives are statements of measurable outcomes that, collectively, will help the applicant measure progress toward accomplishing the project goal(s). It should introduce the alignment between the course objective and project objectives and provides the need statement.
2. Second chapter **Literature Review**, which outlines what others have done about the general topic and focuses on the gap in knowledge to be filled, the problem to be solved, or the need to be addressed by the proposed project. This chapter allows the students to state the purpose or need in such a way that their project is the best possible solution to the problem. Also, it often provides statements addressing the significance of the project (showing why the project should be supported).
3. Third is the **Methodology**, functioning as the solution to the problem, the answer to the need, or the investigation that will fill the knowledge gap. In this chapter, the students address the unique, unusual, distinctive, innovative, and/or novel aspects of the approach, showing why their team has the best solution and presenting a compelling case for approval.

The goals, objectives, and methods will need to align closely with each other and will need to be accomplished within the proposed **Timeline**, expressed in either hours or days. Also, the **Platform/Programming Language** that is going to be used to achieve the goal(s) must be clearly stated in this section. The methods will need to be both reasonable in cost and complexity and accomplish-able within the proposed timeline.

4. The fourth chapter should address the **Expected Outcomes** along with a description of who will benefit and how.

Please adhere to following format while writing proposal report

1. **Paper** : A4, one-side only

2. **Font** : Times New Roman

- Normal text : 12pts
- Headings : 16pts
- Subheadings : 14pts

3. **Line spacing** : 1.5

4. **Page layout**

- Left margin : 1.5 inch
- Right margin : 1.25 inch
- Top margin : 1 inch
- Bottom margin : 1 inch
- Header position : 0.5 inch
- Footer position : 0.5 inch

5. **Page Numbering**

- Preliminary pages : small roman letters (i, ii, iii...)
- Main pages : Arabic (1,2,3,...)
- Position : Bottom, center

Guidelines for presentation slides**1. Project title**

- Project members
- Supervisor's name

2. Outline

- Should contain the outline of all the headings of the presentation

3. Introduction/Background

- Brief description of your understanding about the domain of the project.

4. Objectives

- State the objectives of the project

5. Problem statement

- Describe briefly what problem you intent to focus on
- Briefly discuss the deficiencies of current solutions available for the said problem

6. Project idea

- Explain the proposed idea
- What the idea is?
- How many actors will there be?(Use Case diagram)
- What features will the project provide?
- How your solution is innovative?

7. How to do

- Your understanding about project development
- How will you develop the application?
- What will be your approach/methodology to develop the promised application?
- Project architecture (Diagram)

8. Expected Outcomes