**FORM 2 GUIDELINE**

1. This proposal shall contain a detailed description of the proposed project. As a suggestion, a complete proposal may take up to 3 to 7 pages.

2. For **RST students**, fill out the personal details section only. Leave other sections blank. However, **PLEASE ATTACH THE HIGH-CONCEPT DOCUMENT WHEN SUBMITTING THIS PROPOSAL.**

3. Section guidelines :

|  |  |
| --- | --- |
| **PROJECT TITLE** | Write the main title of the proposed project. **If the project is group work**, please include the title of the individual modules. |
| **ABSTRACT** | **In not more than 150 words**, summarize the proposed projects. The summary shall include the problem, the proposed solution, the technique/technology/approach used in developing the solution, and the expected outcome.  **Write the abstract in ONE (1) paragraph**. |
| **PROBLEM** | Describe the problem that motivates this project. Show that the problem is valid, feasible and practical. The description must include supportive evidence/references and citations (APA format). |
| **SOLUTION** | In bullet points or a set of short paragraphs, **describe the solution that will be developed in this project**, the service of the solution and how the solution can solve the problem mentioned in the previous section.  After the description, **list the critical functions of the solutions**. |
| **TARGET MARKET** | Describe the targeted end users or stakeholders of the project. Explain their role and how they will use the completed solution.  [*For specific programme, students may be required to conduct a simple market study. Please refer to supervisor*] |
| **COMPETITION / CONTRIBUTION** | Explain the proposed project's differences, uniqueness and advantages compared to existing solutions.  This section also requires a description of the proposed project's contribution towards the stakeholders, community and end users. |
| **MILESTONE** | Explain the development model (development track) or research methods (research track) used in this project.  Write the project schedule (from the proposal until FYP2) – *in table format.* |
| **REFERENCES** | List the references in APA format. |

4. **REMOVE THIS PAGE** when submitting the completed proposal.

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| --- | --- | --- | --- |
| **Student Name** |  | | |
| **Programme** |  | | |
| **Email** |  | **Mobile Phone No** |  |
| **Supervisor Name** |  | | |

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| --- |
| **PROJECT TITLE** |
| <MAIN\_TITLE> : <INDIVIDUAL MODULE TITLE> |
| **ABSTRACT** |
| <Press ENTER to create more line> |
| **PROBLEM** |
|  |
| **SOLUTION** |
|  |
| **TARGET MARKET** |
|  |
| **COMPETITION / CONTRIBUTION** |
|  |
| **MILESTONES** |
| **Proposed Development Model / Research Method** : xxxx  **Project Schedule:**   |  |  |  | | --- | --- | --- | | **ACTIVITIES** | **EXPECTED OUTCOME** | **COMPLETION DATE** | | <Press TAB to add rows> |  |  | |  |  |  | |  |  |  | |
| **REFERENCES** |
|  |