

Guideline for Detailed Project Plan

This is a general guideline for preparing the detailed project plan. Consult with your supervisor to see if there are any special requirement for your project.

In general, the project plan will include the following sections:

- **Project Background**

A description of the project background. For example, what is available now, and why you want to do the project and why such as project is desirable.

- **Project Objective**

A detailed description of the objective of the project.

- **Project Methodology**

A short dicussion on how the project is to be implemented.

- **Project Schedule and Milestones**

The tentative schedule of the project, i.e. when and what will be achieved at various stages of the project.

There is no requirement on the length of the project plan, but about 5 pages will be suitable.

Project Web site

The project web site should be continuously updated during the progress of the project. It should carry the following information:

- **Project Information**, including title, supervisor(s), students, and short introduction of the project, which should be legible to layman.
- **Project Progress** – when a part of the project is finished, you can add it to the web site.
- **Various documentation** – Upload various documentation, such as project plan, intermediate report and final report.
- **Links to methodologies and results** – The website should be self complete (at the end) that by browsing the website, one should have an idea what the project is about, and what has been achieved.