

# FACULTY OF COMPUTING & INFORMATION TECHNOLOGY

## Undergraduate Project Documentation Guide

Revised July 2015

**Purpose:** This brief guide is meant to provide some information about writing a project proposal and full documentation at Faculty of Computing & Information Technology, Multimedia University of Kenya. It gives the general format, and highlights the purpose of each section, the required content and gives some pointers.

### General guidelines

- Font: Times New Romans, Size 12 with 1.5 spacing
- Paragraph spacing: 6pts After
- Margins: Top, Bottom, Right – 1 inch; Left – 1.5 inches
- Alignment: Justified
- Page Size: A4
- Page numbering: Bottom centered, with X of Y format. Preliminary pages use roman numbers

### FINAL PROJECT DOCUMENTATION OUTLINE

Document Section	The purpose	Required Content
<b>Cover Page</b>	Document Identification and ownership	See Appendices
<b>Declaration page</b>	This is a signed declaration of ownership by the student and the university supervisor allocated.	Student must indicate full name, registration no. and date.
<b>Dedication</b>	[Optional]	
<b>Acknowledgements</b>	Acknowledging various stakeholders that have played a role in you accomplishing the task.	
<b>Abstract</b>	A short summary of purpose, methodology, results and conclusion and recommendations.	Maximum (150-200) words (less than a page)
<b>Table of Content</b>	Main headings and subheadings.	Auto generated ToC.
<b>List of Abbreviations</b>	Abbreviations used in the document. The researcher must create a detailed list with all the abbreviations and their meanings in full. A reader can quickly check this section when he encounters an abbreviation.	List of abbreviations and their meanings in full. NB: Don't use abbreviation that has not be given in full at first.
<b>List of Figures</b>	Diagrams drawn in the document.	Auto generated
<b>List of Tables</b>	Tables used within the document.	Auto generated

Document Section	The purpose	Required Content
<b>Chapter 1 – Introduction</b>	This chapter gives a brief background about the area of study. It also provides the problem statement. It defines the problem and research objectives. At the end of the research the researcher will check if he met these research objectives as he/she writes the conclusion.	1.1 Background of study 1.2 Problem statement 1.3 Aim of the study 1.3.1 research objectives 1.4 Significance/Justification of the study 1.5 Scope (i.e. defines the system boundary) 1.6 Assumptions 1.7 Limitations ( i.e. challenges and counter measures)
<b>Chapter 2 – Literature Review</b>	This chapter discusses all related information (knowledge) that is available in great detail. the student will survey a portion of the published work that provide context for the current problem. Current Citations must be made properly in a consistent way. Use APA referencing style	2.1 Introduction 2.2 Related systems (2-3) 2.3 Limitations/weaknesses of these systems 2.4 How the proposed solution will handle these weaknesses.
<b>Chapter 3 – Methodology</b>	In this Chapter, the student should discuss how he/she will carry out the work to meet the project objectives. A description of system development methodology or algorithm to be used.	3.1 Introduction 3.2 Methodology (stating the methodology, its description and justification of using this methodology.) 3.3 Data collection methods and tools/Data sets
<b>Chapter 4 – System Analysis</b>	This chapter should show the current state of the system.	4.1 Detailed analysis of current system using flow charts, DFDs, UML, Context diagrams, etc. 4.2 System requirements 4.2.1 Functional requirements 4.2.2 Non functional requirements
<b>Chapter 5 System Design</b>	Description of the design environment and system components.	Detailed design of the proposed system using tools such as ERDs, DFDs, UML, etc. 5.1 Architectural design 5.2 Database design 5.3 User interface design
<b>Chapter 6 Implementation and testing</b>	Description of the development environment and testing procedures	6.1 Development environment 6.2 System components 6.3 Test Plan (test data, test cases, test results)

<b>Document Section</b>	<b>The purpose</b>	<b>Required Content</b>
<b>Chapter 7: Results &amp; Conclusion</b>	Provides a summary of achievements, lessons learnt, conclusions and any recommendations for future work	7.1 Achievements and lessons learnt 7.2 Conclusions 7.3 Recommendations
<b>References</b>	The sources of your literature must be provided in the reference section	Use APA Referencing style
<b>Appendix</b>	Any extra material that is important can be included	User manual Data collections tools Project schedule Project budget Any other relevant document.

**Appendix 1: Cover page format**



**MULTIMEDIA UNIVERSITY OF KENYA**

**FACULTY OF COMPUTING & INFORMATION TECHNOLOGY**

**TITLE OF PROJECT**

**BY**

**NAME:**

**REG. No:**

**SUPERVISOR:**

**MONTH, YEAR (When presented)**

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Submitted in partial fulfillment of the requirements of Third Year Bachelor of Science in  
Software Engineering/Computer Science

## DECLARATION

I hereby declare that this Project is my own work and has, to the best of my knowledge, not been submitted to any other institution of higher learning.

**Student :** \_\_\_\_\_ **Registration Number:** \_\_\_\_\_

**Signature:** ..... **Date:**.....

This project has been submitted as a partial fulfillment of requirements for the Bachelor of Science in Software Engineering of Multimedia University of Kenya with my approval as the University supervisor.

**Supervisor:** \_\_\_\_\_

**Signature:** ..... **Date:** .....