1. **Addendum A**

**Guidelines for project planning and research proposal**

**General guidelines**Length: approximately 10 to 15 pages (without the research proposal in the prescribed template).  
Font size: 10 to 12.  
Spacing: 1.5.  
This will be Chapter 1 in the final documentation that will be handed in at the end of the year.  
Use:

* NWU’s guidelines for post-graduate study
* NWU’s guidelines for writing reports
* NWU’s prescripts and guidelines for references
* Templates

Structure must, typically, be as follows.

1. **~~Title~~**~~It must describe the topic meaningfully and refer to the main aspects of the study as far as possible. The title must preferably not be longer than 12 words.~~
2. **~~First page~~** ~~Title of project  
   Module code  
   Name of student  
   Degree and year, for example, BSc Hons 2014  
   Name of supervisor(s)  
   Subject group e.g. Computer Science and Information Systems   
   Potchefstroom Campus NWU~~
3. **~~Table of contents and page numbers~~**
4. **~~Project description~~**~~A brief description of what the project is about and what it involves.~~
5. **Problem description and background**~~Description of research problem, its rationale and necessary background to the topic~~.   
   ~~The theme, placing it in perspective, with information from the literature in the field of research.   
   Gaps or problems where this study can make a contribution.   
   Justification for the proposed study.   
   Overview of related literature with key references.  
   A clear research question, and the extent to which this study will help to answer the research question or what the contribution will be to the field of research (expected outcomes).~~
6. **~~Aims and objectives of project~~**~~Aims: write down general statements regarding what you would like to achieve with this project.  
   Objectives: itemise the specific tasks that you will execute to achieve the aims.~~
7. **~~Procedures and methods that will be used~~**   
   ~~Mention the research paradigm and methods that will be used – provide justification.  
   Mention the data collection mechanism and processing that will be done (if applicable).  
   Mention the artefact that must be produced and the life cycle that will be followed~~.  
   ~~Explain how this project is integrated with group members’ projects (if applicable).~~  
   ~~If this is a continuation of a previous project, an indication must be given of how it will be improved and expanded.~~
8. **~~Approach to project management and project plan~~**~~Include a comprehensive project plan – provide graphical representation.~~  
   ~~State clearly the scope, limitations – also present risk analysis.  
   Refer to responsibility and contribution of each group member.~~
9. **~~Description of development platform, resources, and environments that will be used~~**~~Describe the development platform, resources, and environments that will be used as well as the process followed in choosing these – provide rationale for choice of these.~~
10. **~~Ethical and legal implications and dealing with these~~**~~Complete the necessary forms for ethical clearance.~~
11. **~~Provisional chapter division~~**
12. **~~References~~**
13. **~~Research proposal according to prescribed template~~**Maximum three pages using the following template.

**ITRI671 Project plan and research proposal /100**

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Project description**  A brief description of what the project involves; this could be an expansion on the title. | /5 |  |
| **Problem description and background** Rationale/description of problem and background.  Related literature. Research question. Expected outcomes. | /20 |  |
| **Aims and objectives of project** Aims: general statements. Objectives: specific tasks to achieve the aims. | /10 |  |
| **Procedures and methods that will be followed** Research paradigm and method. Data collection and processing. Artefact and the life cycle that will be followed. | /10 |  |
| **Approach to project management and project plan** Comprehensive project plan. Scope, limitations, and risks of project. Responsibility of group members. | /20 |  |
| **Description of development platform, resources, and environments that will be used** | /5 |  |
| **Ethical and legal implications and dealing with these** | /10 |  |
| **Provisional chapter division** | /5 |  |
| **References** | /5 |  |
| **Research proposal according to prescribed template** | /10 |  |
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**Comments**

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| **Supervisor: ۝** | **Moderator: ۝** |