**PROJECT PAPER GUIDELINES**

**Bachelor of Business Information Technology**

MURANG’A **UNIVERSITY OF TECHNOLOGY ……….**

* 1. **INTRODUCTION**

The project is a partial fulfillment of the BIT degree offered in the department of Commerce of Murang’a University of Technology. The students are expected to write a well- articulated project paper in chapter format, with a length of 15,000 words. Students will undertake this project paper during the final academic year (4th year) and will be carried out in the two semesters of the academic year they registered

This guideline aims to provide students with a guide on how to go about the various stages of doing the project.

# OBJECTIVES

The main objectives of the undergraduate project are summarized as follows:

1. To provide students with the opportunity to integrate the knowledge and skills developed from the BIT Program;
2. To provide students with the independent study and to develop the ability to organize work with a view to achieve specific goal and
3. To undertake an academic project based on sound Technology, Business and Innovation Management principles and intellectual reasoning.

# THE PROJECT PROCESS

The objective of this course is to work on a project that shows what you have learned during the course of your degree program and must also have the following qualities:

* be one that can be applied in society in one way or another
* be a system that can be marketable

# PROJECT DESCRIPTION

Before you start working on your project you MUST provide (submit) a project description for approval by the course Department Board (project coordinator) in **writing.**

The description comprises a project title, description of the project, in terms of area it’s to be carried out, tools (a maximum of one page). You should also include your contact (email and telephone number where applicable).

In addition your project must show that you understand the concepts that you covered in your degree program, among them: SDLC, Object Orientation, Database design, Practical Functionality, Interfacing etc.

# SUPERVISION

Every registered student will get a supervisor, who guides/advises the student throughout the project process. A student is supposed to identify a project title. The title approval should be completed within the **first three weeks** of the semester the student has registered for the unit

Once given the confirmation on the project title and a supervisor assigned, students **must immediately** begin discussions with their respective supervisors on the first proposal draft report.

It is **mandatory** that students keep a log sheet, which should be duly signed by their supervisors each time they consult them, throughout the academic year. Supervisors may also opt to keep a carbon copy of the same. Supervisors may request students to submit a weekly summary of the project progress.

# PROJECT PROPOSAL

This is the next stage after the approval and assigning of the supervisor. When considering the project proposal, students should look for a critical and analytical approach to the following:

1. Specification of the goals of the project
2. Outline of strategy and methodology for achieving goals
3. Literature references with comments as to their relevance
4. Understanding of the basic principles underlying the project
5. Foreseeable problems and strategies for resolving them.

The proposal should be of reasonable length i.e. a minimum of 10 pages and a maximum of 15 pages in total, **EXCLUDING** appendices, tables and charts. Students should be aware of the level of academic standard required in the project paper. Students should also avoid having a scope of study that is too broad. It is advisable for students to ensure a scope of study that is parallel to the context of work expected and the time available. This will ensure that the project can be completed without a large number of unanswered questions.

The project proposal should include the following sections:

# CHAPTER ONE:

This comprises the following;

**INTRODUCTION; - t**his should be between a minimum of 2 and Maximum of 3 pages

* 1. **Background of the Study** – is a minimum of ½ page and maximum of 1 page
  2. **Problem Statement(s):-** It should be stated in paragraph form.
  3. **Objectives: -** only project objectives should be included and which should be SMART (S – Specific, M- Measurable, A- Achievable, R- Realistic/Relevant, T- Time bound/boxed. The supervisor should guide the student on the minimum and maximum number of objectives as per his/her project. Key words like Investigate, develop and analyze should be used to list objectives
  4. **Scope and Limitation of the Study** – student should come clearly on how much he intends to cover in his/her project and why the much
  5. **Justification**;- student should justify their project by indicating the interestingness and challenge that the project presents, the timeliness of the idea, the possible advantages that realization of such a project would bring.

# CHAPTER TWO:

**LITERATURE REVIEW**

It should have a minimum 3 pages and maximum 5 pages

The literature review for the project report will eventually be a minimum of 10 pages and a maximum of 15 pages of relevant literature.

Literature review includes reviewing existing systems that are similar to your proposed system. Your review must be comprehensive and up-to-date. It may be appropriate to incorporate criticisms of these systems where needed (and to justify the criticisms). This review will also help you identify the ideas from these system that are useful and can be applied to your project and those that are not. Also note that everything used should be cited by reference to the ``References'' section at the end of the dissertation.

# CHAPTER THREE:

**METHODOLOGY**

This is a minimum of 4 and Maximum of 5pages

The methodology chapter should describe a model/framework under which the system will be developed. It should address at least the following areas:-

* The exact techniques to be used to collect facts and data
* Tools to be used to analyze the data and the process
* Tools to implement and test the system
* Time schedule and project cost

# Time schedule

This gives the breakdown of the events scheduled throughout the project lifespan and their timings. It should be a maximum of one page

# Budget

This gives a breakdown of the cost involved to complete the project and is a maximum of one page.

# Reference:

This is a minimum of is a minimum of 1 page and Maximum of 2 pages and should have

* Minimum of 3 books, 3 journals and 5 URL
* APA format to be used

# NB:

The proposal should be written in 3rd person language/in plural.

# PROJECT PAPER

Upon the supervisors’ approval of the detailed project proposal, the students should proceed and prepare their project paper under the supervisor’s guidance**;** the document should

* be written in past tense
* have a minimum of 35 and maximum of 50 pages of the main document
* Have an appendix; a minimum of 10 pages and Maximum of 20 pages and which consists of at least 4 pages of important and necessary code.

# THE ORGANIZATION OF THE PROJECT PAPER

The Project paper should consist of three main parts;

* + - * The preliminary pages or front end
      * The text or main body, usually divided into parts – chapters and sections
      * The supplementary pages or back end.

The preliminary pages include elements such as the title page, dedication, abstracts in, acknowledgements, declaration form, table of contents, and list of tables, figures and abbreviations.

The following are additional sections of the main body in the project proposals,

# CHAPTER FOUR:

**SYSTEM ANALYSIS AND REQUIREMENT MODELING**

This is a minimum of 6 pages and Maximum of 10 pages

The chapter should address at least the following areas:-

* + - * + Description on how the current system works using tools like flow charts, DFDs, etc.
        + How the facts and the data gathered including the methods used
        + Requirement definitions and modeling of the Current system in terms of physical DFDs and Logical DFDs
        + Requirement definitions and specifications of the proposed.
        + Requirement definitions and Modeling of the proposed System in terms of physical DFDs and Logical DFDs. These should include processes and data modeling.
        + Use case diagrams could also be used if applicable. Note:
        + The above is just a guideline of the different items that could be provided in this chapter of your project.

**CHAPTER FIVE**

# SYSTEM DESIGN

* + - * + This is a minimum of 5 and Maximum of 8 pages

The design of your system should be given in this chapter. The structure of the system should be clear to the reader after reading this chapter. There should be evidence of a methodical approach to the design of the system. In this chapter, you may provide for example data flow diagrams, decision tables, entity relationship diagrams, database table structures, backup strategy design, design of any audit trails, security scheme design, structure charts, class diagrams (for OO design), state diagrams (for OO design), sequence diagrams (for OO design), etc., (whichever is appropriate for your project). User interface design can also be discussed in this chapter.