Students are required to write a short description of their intended project work and to have this proposal agreed (signed off) by their Supervisor. This agreement will normally happen within the first two weeks of the project period. Students are encouraged to consult with other members of staff if specialist input is required prior to the proposal being agreed. In many cases the advice from academic staff at this stage will assist the student to scale their work appropriately. Many students initially have bigger ideas than can be achieved during the project period and some propose work, which is trivial in that timescale. Project proposals have a prescribed format and are submitted online via Blackboard. The project proposal will constitute an agreement between the student and the Supervisor. It must include: - see Appendix B. Typically, a proposal document will be around three to four sides of A4 in length and included as an appendix in the final report. NOTE: All students must have their project proposal signed off by their Supervisor. This is a module requirement and failure to do so could lead to failure of the module

PROJECT PROPOSAL GUIDELINES

Students are required to write a description of their intended project work and to have this proposal agreed (signed off) by their supervisor. This agreement will normally happen within the first two weeks of the project period. Students are encouraged to consult with other members of staff if specialist input is required prior to the proposal being agreed. In many cases, the advice from academic staff at this stage will assist the student to scale their work appropriately. Many students have bigger ideas than can be achieved in a twelve-week project and some propose work which is trivial in that timescale.

Project proposals have a prescribed form and are submitted online via the projects site. The project specification will form the basis of an agreement between the student and the Supervisor. It must include:

1. Working Title: Title of your project.

2. Simple Outline Description/Research Question: Give a short overview (1-2 paragraphs) of the area your project will focus on and the problem that your project will attempt to solve.

3. Rationale for project choice: Explain why you have chosen this particular project. This could be based on a number of factors including: appropriateness to employment aspirations, modules studied, area of interest/development etc.

4. Areas for investigation: Discuss the topics you will need to find out about in order to do your project – there should be several. They will need to be carefully selected to make sure they are appropriate and sufficient for your project. If you have too few topics this may constrain your project, but at the same time if there are too many you may end up being unable to meet any of them satisfactorily. The actual number will depend on the type of project you are doing.

5. Background research: Describe the background research that you have undertaken so far in order to find and define your project idea. This could include a review of similar products or areas of investigation, available resources (it is not a good idea to attempt a project for which you are unable to identify any resources to help you), potential future market/demand etc.

6. Literature review: At this stage we are not expecting a full literature review but you should give details of 2 books, 2 academic journal articles or conference papers and 3 websites that will be useful to your project. You should cite them correctly in your text (Harvard style) and give the full reference details in a reference section at the end of your project specification (see section 11 for further details). All of them should be up-to-date (i.e. less than 6 years old, unless you can clearly explain why it is important to include an older reference) and there should be clear justification for including each reference.

7. Methodology: Discuss the main tasks that you expect to do in your project. For instance, you might decide that you need to collect some data in order to understand users’ views. In this case think of the type of data you will collect i.e. quantitative or qualitative and how you will be collecting them e.g. questionnaire, interviews. Also, you might want to briefly discuss your initial thoughts in respect of what development methodology you might use, e.g. re waterfall versus iterative development. Your methodology need not be fully formed at this stage but you should provide evidence that you have clearly thought about this area and have proposed some appropriate and sensible approaches and considered the benefits and potential drawbacks.

8. Research ethics: Discuss what ethical aspects you will need to address in your project and how you will address them. You should also identify the level of ethical release/clearance that you think you will need to apply for.

9. Project Plan: Provide a project plan which highlights the main phases of your project process and define deadline / completion dates for each phase. It should be detailed enough to be of some help to you, but not so detailed that it becomes difficult to follow. Your plan should also include details of time you will be spending on other modules, including any hand-ins, you can get this information about the modules running from the intranet (https://unity3.tees.ac.uk/schools/015/Pages/Students/Assessment.aspx#icasubmissions –> Assessment Calendars –> Final Year). You may also be able to see details of the assessments for some modules and if this is available you should incorporate this into your plan as well. Don’t forget to factor in your “me” time and any work, family or sports commitments you might have.

10. Project Deliverable(s): Provide a brief description of what you will create for your project’s ‘product’. It could be an IT product such as a web site or application, a design document or report for a business client (or potential interested group), or a poster to present a new model or research outcomes.

11. References: Give full reference details for all works cited, using Pears, R. and Shields, G. (2016). Cite them right: the essential referencing guide. 10th edn. Basingstoke: Palgrave Macmillan. Copies of this text are available in the Library and online via: <https://www.citethemrightonline.com/>

Typically, a specification document will be around three to four sides of A4 in length. A copy of the specification must be included as an appendix in the final report. Students are also required to submit a copy of their specification online, where it can be electronically ‘signed off’ by their Supervisor. It makes sense for the specification to be written in a form that makes it suitable for submission to ExpoTees.

