

FINAL TERM PROJECT REPORT

Instruction & Guideline

Purpose of this guideline

This handbook provides structured instructions for preparing the Final Term Project Report. Students must strictly follow this structure and apply it to their own project idea.

Report's Structure

The report must include

Introduction, Objectives, Goals, SMART Goals, OKRs, Scope, Stakeholders, WBS, Timeline, Milestones, RACI, Risk, Quality, Budget, Communication, Monitoring & Conclusion.

Introduction

Explain the background, context, and purpose of the project.

Problem Statement

Clearly define the problem and justify the need for the project.

Objectives & Goals

Write clear objectives and high-level goals aligned with project outcomes.

SMART Goals

Convert goals into SMART format (Specific, Measurable, Achievable, Relevant, Time-bound).

OKRs

Define 2–4 objectives with measurable key results.

Project Scope

Clearly define in-scope and out-of-scope items.

Stakeholder Analysis

Identify stakeholders and analyze their interest and influence.

Work Breakdown Structure

Decompose the project into manageable deliverables with at least three levels.

Schedule & Timeline

Create timelines or Gantt charts with activity durations.

Milestones

Identify major checkpoints of the project.

RACI Chart

Assign responsibility using RACI matrix.

Risk Management

Identify risks, assess probability and impact, and define responses.

Quality Management

Define quality standards, assurance, and control methods.

Budget & Cost Estimation

Estimate project cost with contingency.

Communication Plan

Define how project information will be shared.

Monitoring & Control

Explain how progress, changes, and performance will be monitored.

Conclusion

Summarize the project planning and learning outcomes.

Submission Checklist (Mandatory)

- Cover page with project title, group members, course, and instructor
- Table of Contents
- Introduction clearly explaining project background and context
- Well-defined Problem Statement
- Clearly written Project Objectives
- High-level Project Goals
- SMART Goals table completed correctly
- OKRs (Objectives with measurable Key Results)
- Project Scope section (In-Scope and Out-of-Scope)
- Assumptions and Constraints listed
- Stakeholder Identification and Analysis table
- Work Breakdown Structure (WBS) with at least 3 levels
- Project Schedule / Timeline (Gantt or table)
- Milestones identified with planned dates
- RACI Chart completed for major activities
- Risk Management Plan with probability, impact, and response
- Quality Management Plan
- Budget and Cost Estimation with contingency
- Communication Plan table
- Monitoring and Control mechanisms explained
- Conclusion summarizing planning and learning
- Appendices (WBS, Gantt, Risk Register, Budget Sheet)
- Original work (no plagiarism)
- Professional formatting and clear presentation

Note: Reports missing major checklist items may be penalized or rejected.