Kathford International College of Engineering and Management

Balkumari, Lalitpur, Nepal

A

Project Proposal

on

[TITLE IN BOLCK LETTER]

Submitted To

Department of Computer Science and IT

Kathford International College of Engineering and Management

In partial fulfillment of the requirement for the Bachelor Degree in Computer Science and Information Technology

Submitted By

………………… (TU Exam Roll No)

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Month and Year

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Proposal Writing

A **project proposal** is a detailed description of a series of activities aimed at solving a certain problem. The proposal should contain a detailed explanation of the:

❖ Justification of the project;

❖ Activities and implementation timeline;

❖ Methodology;

❖ System Analysis and

❖ Resources (Hardware/Software/Budget/HR etc.) required.

Documentation Guidelines

➢ *Font*

• The font size of normal text should be 12 point

• The font size should be 16 bold for headings and 14 bold for subheadings

• The font should be Times New Roman.

• The line spacing should be 1.5.

• The paragraph should be justified.

➢ *Page Layout*

• The left margin should be 1.5"

• The right margin should be 1.25"

• Top and Bottom margins should be 1".

• The header and footer should be 0.5" each.

Proposal Writing: Format

1. **Cover Page /Title page (Refer the Sample provided)**

   ➢ Title page should include:

      a. the name of the institution

      b. project title

      c. proposal writer/s name

      d. submission date

2. **Project title**

- The project title should be short, concise, and preferably refer to a certain key project result or the leading project activity.

- ➢ **Do not use Nepali Words** like Kira Fatyangra or Kotha Bhetyo. If you use Nepali words, elaborate it like *Kotha Bhetyo : A web based application for searching rooms for rent*

3. **Content pages**

- If the total project proposal is **longer than 10 pages it is helpful to include a table of contents** at the start of the document. It should contain the title and beginning page number of each section of the proposal.

4. **Abstract**

- Many readers lack the time needed to read the whole project proposal. It is therefore useful to insert a short project summary - ***an abstract***. . Abstract should be a short synopsis of the project that you are proposing with different methodologies that you are going to adopt to develop the system and finally concluding with the anticipated conclusions and applications. ***Remember you should avoid unnecessary things in abstract and it should be concise (preferably one paragraph long), clear and interesting.*** The abstract should followed by *KEYWORDS (Bold and Italics):*

5. **Introduction** (WHAT is this about?)

- The Introduction to the project provides a general introduction to the phenomena or issue of interest

- The issue or problem under investigation is described, and background and/or context for understanding the nature of the issue is provided.

- In writing this section, students should provide answers to two main questions:

  o What is the project all about?

  o Why is the project important or worthwhile?

  - This part of the project describes the social, economic, political and cultural background from which the project is initiated.

6. **Problem Statement/ Problem Definition (WHY?)**

- Every project must state a research question or a statement on what is the intent of the project.

➢ The problem statement provides a description of the specific problem(s) the project is trying to solve,

7. Project Objectives (WHAT?)

☐ The objectives should address the core problem in terms of the benefits to be received by the project beneficiaries or target group as a direct result of the project. In other words it describes what the project is expected to achieve.

➢ Point Wise; max 2 to 4; starts with "To …."

8. Literature Review

➢ Explains what kinds of research have been done before and relevant kinds of studies or techniques that needs to be adopted for the project. Everything in this literature review should be mentioned in your reference (IEE Format).

9. Methodology (HOW? WHO? WHERE?)

➢ The project proposal should describe the strategy chosen for solving the problem and precisely how it will lead to solution.

➢ In this section provide a clear, explicit and thorough description of how you will complete your project.

➢ Some of the other questions that needs to be addressed in this section.

- What are the tasks and sub-tasks identified to achieve our objectives?

- What materials will we need to carry out our project: equipment? Computer support? Typing? Graphics? Others?

- What data are needed for the project and how will they be collected? If the project requires a survey or interviews, the design of this instrument (especially the selection of participants) must be explained and justified.

- What method or process will be used to analyze this data and where else (if anywhere) has this method or process been used?

10. System Analysis

➢ Use Case Diagram (expected/proposed)
➢ Context Diagram (expected/proposed)
➢ ER Diagram (expected/proposed)

11. Testing & Verification

- How you will test your developed system?

- How will you verify results?

12. Timeline/Estimated Time Schedule

- Include a draft timeline from start to finish.

- Should include major project activities and estimated time duration for each activity. This can be summarized using Gantt Chart.

13. Expected Output

- What will be the expected output?

14. References

- References to anything cited in the text of the proposal.
- Only those materials cited or referred to in the text be listed in the References.
- IEE Format