**1. Outline and Plan report**

You are required to submit a short **Outline and Plan** report to Minerva towards the end of Semester 1, outlining your project aims, objectives and deliverables, your plan, and to identify and mitigate for possible risks. This report is not assessed, but is useful to help organise your project to make better use of your time, and to provide an opportunity for feedback from your assessor, which you will hopefully receive near the start of Semester 2 at the latest.

The deadline can be found under **Process: Semester 1**.

**2. Layout and format - basic requirements**

It is strongly recommended that you use one of the provided templates, either for LaTeX or for Word (which should also work in LibreOffice). If you are using the LaTeX template, please unarchive the file and read the README.txt file to get started. Templates are available from **Forms and templates (students)**.

If you do not use one of these templates, then the report must be in typescript, sequentially page numbered (except the front page), on A4, with 2.5cm margins. Point size 11 and one-and-a-half line spacing should be used.

Although there is no length limit to the Outline and Plan report, it is expected that 2-4 pages (not including the front page) will be sufficient for most projects.

**3. What to include in the Outline and Plan report**

The report should include the following:

* **Title page + declaration**with your name, a provisional project title, and a declaration; see the templates for what is required.
* **Introduction**: Short (1-2 paragraphs) general background/motivation for the project, suitable for a non-specialist.
* **Aims, objectives and deliverables:**The concise project aim (1-3 sentences), and lists of Objectives and Deliverables. Objectives (usually 3-5) are what you want to achieve *by the end of the project* and should be measurable, *i.e.*possible to provide evidence to confirm they have been achieved. Deliverables (usually 2-3) are what you actually hand in at the end of the project, such as the Final Report, links to code repositories *etc*.
* **Project plan**: Description and graphical representation (*e.g.* a Gantt chart) of the full project timeline.
* **Risk Mitigation:** Identification of likely risks and strategies for mitigation.
* **Ethics:**If your project has ethical issues (*e.g.*gathering of user consent forms), then you should state how you intend to address them here. If there are no ethical issues then explicitly state so,*e.g.*"There are no ethical issues for this project." Note this is only acceptable for this report; for the **Final Report**you will need a full discussion of all legal, social, ethical and professional issues.
* **References**: If you have any references, include them at the end.

If you want to get some ideas of the sorts of things we are expecting to see in this report, you can check the **Past Projects** (under **Guidance**), as much of this material was included in Chapter 1 of the Final Report for years prior to 2021/22. Note you are no longer expected to include this material in the Final Report, **only** in the Outline and Plan (from 2021/22 onwards).

Gant chart example:

