Annexure 2: Sample Format of the Project Proposal

1. **Cover Page**
2. **Project Title Page**: Should be brief and descriptive
3. **Project Personnel**:
    a) **Academic Supervisor:** Name, Institution, Contact Details
    b) **Co-supervisor/s:** Name, Institution, Contact Details
    c) **Team Members:** Name, Specialized Area, Faculty, University, Index Number, E-mail, Mobile Number
4. **Table of Contents**
5. **Introduction and Background**
6. **System Requirements**
    a) **Project objectives and Scope**
        i) Clearly defined objective
        ii) Detailed scope of the project, Including deliverables

    b) **Budget and cost Estimates**
        i) Detailed budget breakdown
            1) W**ho are involved in the project?**
            (Project managers, Developers (front-end, back-end, full-stack) UX/UI designers, QA engineers/testers, Business analysts DevOps engineers, Consultants and Contractors)
            2) **Development cost -** Software Licenses/ Tools and Utilities
            3) **Infrastructure costs** - Hardware /Cloud service

        ii) Cost-Benefit Analysis
        A cost-benefit analysis (CBA) for a software project proposal helps in evaluating the financial viability of the project by comparing the total expected costs against the total expected benefits. Here's a step-by-step guide on how to conduct a CBA.

    c) **Innovation and Competitiveness**

7. **System Design**

a) Outputs of the System Design Phase

i) Design Documents:

1) **High level design documents (HLD)** - Provides an overview of the system architecture and major components.
(System Architect Design - Define the overall architecture of the system. Choose the architectural pattern (e.g., microservices, monolithic, layered). Identify the main components and their interactions.)

2) **Low-level Design documents (LLD)** - Details each component, including class diagrams, sequence diagrams, database, and API specifications.

ii) Prototypes and Mockup (UI prototypes and wireframes)

- **UI design/UX design**

iii) Security Plan - Detailed security measures, including authentication, authorization, and encryption strategies

iv) Strategies for Performance Optimization and Scalability.

8. **System Development**

Testing and Deployment Strategies (tools and technologies)

a) Project management Approach

i) Methodology (e.g. Agile, waterfall, scrum)

ii) Project management tools and techniques

b) Quality Assurance

i) Quality control measures.

ii) Testing Strategies

c) Sustainability and Maintenance

9. **Project Milestones and Timeline**