**KIBABII UNIVERSITY**

**INFORMATION TECHNOLOGY DEPARTMENT**

**GUIDELINES OF PROPOSAL DEVELOPMENT BY UNDERGRADUATES**

**STRUCTURE OF THE PROPOSAL**

# Cover page

* The title of the project
* Your name as it appears in the academic documents.
* A System Proposal in Partial Fulfilment of the Requirements for the Award of the Degree of Bachelor of Science in Information Technology of Kibabii University
* Month, Year (The last line of the cover page)

**NB** Centre align the content of the cover page

# Declaration and Approval

Content include:

1. Declaration

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Signature Date

Name:

Reg. Number

1. Approval

Supervisor(s)

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Signature Date

Name:

Department

Kibabii University

**Note:** Include all your supervisors

# ABSTRACT (*Should be on a new page*)

* Background information
* Problem statement
* Purpose/General objectives
* Specific objectives
  + At least two
    - For the developer
    - For the system
* Scope
* Methodology
* Tools
* Expected results

# Table of Contents (*Should be on a new page*)

# List of Tables (*Should be on a new page*)

# List of Figures (*Should be on a new page*)

# List of Appendices (*Should be on a new page*)

# List of Acronyms (*Should be on a new page*)

# Operation Definition of Terms (*Should be on a new page*)

# Chapter One: Introduction (*Should be on a new page*)

## Background Information

* Definition of the problem and project background
  + Global
  + Continental
  + Local (Kenya)
  + Summarized business and user needs
* Business area(s) affected e.g. where the project work will be undertaken, where the benefits will arise

## Problem Statement

* Mention the problems
* Why is the issue necessary?
* Proposed solution

## Justification

* Innovation – Uniqueness
* Benefits

## Purpose of the Project

## Objectives

Outline the expected outcomes

* + Developers level objectives – At least three

Example:

* + 1. To design
    2. To implement/coding
    3. To test
  + System level objectives – At least three

1. Map functional requirements onto the objectives
   * + Objective for input
     + Objective for processing
     + Objective for output

## Scope

* Domain
* Number of functionalities
* Time

## Significance

* Beneficiaries

## Deliverables

* Map deliverables to objectives

Examples

* System design document
* Test results
* Data capture
* Reports
* Process (Algorithm)

## System Requirements

**Functional requirements**

**Non-Functional requirement**

**Software Development tools**

* Open source
* Proprietary
* API

**Hardware**

* Show rationale for choosing that particular specification

**Programming Languages**

# Chapter Two: Literature Review (*Should be on a new page*)

* This is empirical literature review. Show the success and failure of similar (systems, algorithms, technology etc.)
* Functional and non-functional requirements should be captured in the literature review.

# Chapter Three: Methodology (*Should be on a new page*)

* Briefly describe the software development methodology you intend to follow in developing the proposed system project.
* You need to justify the relevance of your choice to the proposed project.
* Mapping of the methodology onto their project

# References (*Should be on a new page*)

* The last part of your proposal should be a list of references (all works cited in the text)
* Ensure you follow the American Psychological association style of referencing (APA). Its guidelines are available on the World Wide Web.

# Appendices (*Should be on a new page*)

# **Schedule** (Project Plan) (*Should be on a new page*)

* Outline project plans – for both system selection and system implementation.
* Plans to show key activities, dates, and deliverables - Milestones and measurements / metrics of the outcomes
* Your schedule is typically laid out in two-week to one-month blocks

# Budget (*Should be on a new page*)

* Outline the expected costs for the project.
* Should be broken down and analyzed e.g. system selection phase, implementation phase, ongoing costs, total budget required, budgetary limits

# SDLC Phases (*Should be on a new page*)

* Phases of the chosen software development methodology