

Final Year Project Checklist

This checklist is designed to guide you through the steps of completing your final year project. Please complete each step carefully to ensure a successful project.

1. Identify a Problem

- ☐ **Brainstorm 10 issues in Zanzibar that need solutions.**
 - ☐ Is this problem affecting the daily lives of people in Zanzibar?
 - ☐ How would solving this issue contribute to the community's welfare?
 - ☐ Would a solution to this problem create job opportunities or stimulate the economy?
- ☐ **Arrange the issues by urgency and feasibility of solutions.**
- ☐ **Choose a problem that is both achievable and impactful.**

2. Conduct Research

- ☐ **Visit at least two different campuses or departments.**
 - ☐ Are there any problems other students are aware of that I hadn't considered?
 - ☐ How can I make sure my project addresses real needs in the community?
- ☐ **Identify any relevant, overlooked problems through discussions.**

3. Define Your Project Goal and Title

- ☐ **Choose a problem that aligns with your skills and interests.**
 - ☐ What kind of positive social impact do I want to have?
 - ☐ Who will benefit most from my solution, and how?
- ☐ **Draft a clear, specific title reflecting your project's purpose.**

4. Assess Previous Projects

- ☐ **Review your own past projects to find potential for expansion.**
 - ☐ Could an existing solution be adapted to have a greater social impact?
 - ☐ What sustainable elements can I add to enhance long-term value?
- ☐ **Examine prior projects from former students for areas of improvement.**

5. Outline Project Requirements

- ☐ **Create a project timeline and set milestones.**
 - ☐ What resources do I need, and how can I source them responsibly?
 - ☐ Are there any local organizations or government bodies I could collaborate with?
- ☐ **Identify the necessary tools, technologies, or partnerships needed.**

6. Evaluate Technological Needs

- ☐ **Determine whether coding is essential for your solution.**
 - ☐ Can I incorporate eco-friendly or affordable technology?

- ☐ How can technology make the solution more accessible to the community?
- ☐ **Research relevant tools, platforms, or methods that could be helpful.**

7. Identify and Engage Stakeholders

- ☐ **Identify stakeholders who would benefit from or support your project.**
 - ☐ Who are the primary and secondary beneficiaries of this project?
 - ☐ How can I involve community members to ensure the solution meets their needs?
- ☐ **Arrange meetings or interviews to gather insights and support.**

8. Build a Team and Delegate Tasks

- ☐ **Form a team and establish clear roles for each member.**
 - ☐ How can each team member's strengths maximize our project's social impact?
 - ☐ What communication strategies will keep us aligned on our shared goals?
- ☐ **Hold regular meetings to track progress and share ideas.**

9. Design and Develop the Solution

- ☐ **Create a basic model or prototype of your solution.**
 - ☐ Does my prototype effectively address the problem?
 - ☐ Are there any barriers to access or usability for the target audience?
- ☐ **Test its usability with a small group and collect feedback.**

10. Measure Social Impact

- ☐ **Define metrics to measure how well your solution meets its goals.**
 - ☐ What are the key indicators of positive social change in this project?
 - ☐ How will I ensure the solution remains beneficial over time?
- ☐ **Plan to track these metrics throughout the project lifecycle.**

11. Prepare and Present

- ☐ **Prepare a clear, engaging presentation summarizing your project.**
 - ☐ How can I present the solution in a way that shows its social value?
 - ☐ What arguments can I use to demonstrate the project's sustainability?
- ☐ **Highlight the social and entrepreneurial aspects of your work.**