Concept Paper

***Technical Documentation Reference Guide by Jodi Gonzalez***

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| **document description** | |
| ***Definition*** | A concept paper is a short summary of a project research. |
| ***Objective*** | To provide a clear summary of the research project that will enable the reviewer to understand what the researcher is investigating, why it is important, and how the investigation will proceed without having to read the actual entire research paper. |
| **outline** | |
| ***Title*** | Give a title that is brief but captures the entire concept of the research. |
| ***Introduction*** | Address the questions raised in the following sub-topics:   1. **Background** - what situation or condition led you to choose the research topic? 2. **Description** - what is the project all about? 3. **Justification** – why it should be accomplished? 4. **Scope** – what is the coverage and who are affected in the study? 5. **Purpose** – for what or whom the project is for? 6. **Goals** – what does the project seek to achieve? 7. **Methodologies** – how will the project be done and how will it be carried out? 8. **Duration** – how long will it take to finish the project? 9. **Deliverables** – how many and what is/are the target output/s? |
| ***Problem Statement*** | Provide one main one-sentence statement of the research question that the project research seeks to answer and minor statements that capture the conditions that justify the research and how the approach to be used will lead to the conclusion of the project. Also, indicate the underlying researches made on the problem and why there is a need to solve the problem. |
| ***Related Literature*** | Enumerate and briefly quote all related literature relevant to the project research. |
| ***Project Description*** | Describe what tasks will be undertaken, where they will be done and how they will lead to testing the hypothesis of your research. State the time frame for the project when it will begin and when is your target completion date. |
| ***Bibliography*** | Mention sources such as references or who were interviewed during the development of the research. |