**SAD Documentation Outline**

Be sure to follow the following outline and order when organizing the documents. Note that page numbering starts at Chapter I.

* Title Page
* Approval Sheet
* Acknowledgement
* Table of Contents
* List of Figures
* List of Tables
* List of Appendices
* Chapter 1: Introduction
  + Project Context
  + Purpose and Description of the Project
  + Objectives
  + Scope and Limitations
  + Conceptual Framework
  + Definition of Terms
* Chapter 2: Review of Related Literature and Systems
  + Related Literature
  + Related Systems
* Chapter 4: Methodology
  + System Development Life Cycle
    - Planning
    - Development
    - Testing
    - Deployment
  + Roles and Responsibilities
  + Schedule Feasibility
    - Gantt Chart
    - PERT-CPM
  + Economic Feasibility
  + Requirements Modeling
    - Input
    - Process
    - Output
    - Control
    - Performance
  + System Requirements
    - Hardware
    - Software
    - Network and Security
  + System Features
    - Functional Decomposition Diagram
  + System Structure
    - Context Diagram of current and proposed
    - Entity-Relationship Diagram
    - Data Flow Diagram of current and proposed

Chapter 4: Conclusion and Recommendations

* + - Conclusion
    - Recommendations
* Bibliography
* Appendices
  + - Letter for the company
    - Questionnaire Guide
    - Results of the Interview
    - System Screenshots
    - Source Code
    - Grammarian’s Certificate
    - Curriculum Vitae

**Preliminaries**

* **Title Page**
* See template in Appendices
* **Approval Sheet**
* See template in Appendices
* **Acknowledgement**
* This section is for the individual proponent to thank the various people and entities who have contributed to the completion of the Project.
* **Table of Contents**
* See Formatting Guidelines
* **List of Figures**
* See Formatting Guidelines
* **List of Tables**
* See Formatting Guidelines
* **List of Appendices**
* See Formatting Guidelines 15

**Chapter 1: Introduction**

Discuss in this section some details and background about the chosen problem, and introduce the idea of the proposed project, its significance, and how it can benefit its target users.

* **Project Context**

Discuss in this section the environment in which the project is undertaken and its influences. Include a summary of the problem, the opportunity given to solve the problem, and the urgent need to solve the problem.

* **Purpose and Description of the Project**

This section discusses the purpose of this project and/or the problem which this project intends to address. Briefly discuss, “Why is there a need for this proposed project?”

* **Objectives**

This section answers the very basic question of: What does this project intend to accomplish in the end?”

Objectives should be:

**S**pecific

**M**easurable

**A**ttainable

**R**ealistic

**T**ime-bound

**General Objectives**

The general objective is the broad goal which the proponents intend to achieve. This should be written in paragraph form.

Example:

“The general objective of the project is to create a system which can make the processes of Company ABC faster and more efficient.”

**Specific Objectives**

These are short-term and narrow goals which define how the general objective can be achieved. These can be a breakdown of the tasks the proponents need to perform in order to accomplish the general objectives. This should be written in bulleted form.

Example:

The specific objectives of this project are to:

* Automate the inventory monitoring of Company ABC
* Create an interface which can show reports of the flow of goods in Company ABC
* Create a front-end cashier interface for faster and streamlined transaction processing

**Conceptual Framework**

A conceptual framework is an analytical tool used to make conceptual distinction and organize ideas. Draw and briefly discuss the conceptual framework of the proposed system in this section.

**Scope and Limitations**

The **Scope** discusses the range or coverage of the project. Define what is needed by the project, setting the project goals, and how the proponents would allocate the project resources.

The **Limitations** discuss the constraints of the project. Examples of constraints which can be defined under this section are time frames, resources, and activity performance.

**Significance of the Study**

This section discusses the importance of and/or impact which the proposed project can contribute to various stakeholders, among others. The proponents can refer to the “Purpose and Description of the Project” and “Objectives” as a guide on how to write this section.

This section answers the following questions:

Who will benefit from the project?

How will they benefit from the project?

**Definition of Terms**

This section will include the terms used in the study. Terms must be define conceptually and operationally for better understanding of the readers.

**Chapter 2: Review of Related Literature and Systems**

This chapter summarizes relevant literature and systems to the proposed project as described in Chapter I. Each group should have at least ten (10) entries in this chapter, five related literatures and five related systems.

**Related Literature**

These are existing articles, studies, or other literary works which are relevant to the proposed project. It can be articles about the problem the proponents are trying to address, the technologies and algorithms that are going to be used, or literature by other sources that the proponents are trying to adopt and/or implement.

IMPORTANT: Be sure to take note the source, author, and publish date of each article or work included in this section for the Bibliography.

In one (1) paragraph per entry, try to answer the following questions:

What is the article all about?

How is it related to the proposed project?

How will it help in the development of the project?

**Related Systems**

Related Systems are existing systems in the market which may be or are relevant to the product which the proponents are developing.

IMPORTANT: Be sure to take note the source or website, developer or author, and release date of each article or work included in this section.

In one (1) paragraph per entry, try to answer the following questions:

What is the system and what does it do?

How is it related to the proposed project?

What are the prominent features of the system?

What will the proponents do different or improve that will give their system an edge over this existing system?

**Chapter 3: Technical Background**

Briefly discuss in this section the relevant technologies the proponents will use for the development of the project, and the reasons why such technologies will be used. This can be related to current trends or majority usage of the technology, among other reasons.

**Details of Technologies to be Used**

Discuss in this section the details of the individual technologies the proponents will use in developing and deploying the project. Write a short description about each technology used and where or how will it be used in the project.

**How the Project will Work**

Write a general overview describing the step by step process on how the project will work. Make this in paragraph form with a separate paragraph for each major step

**Chapter 4: Methodology**

The purpose of Chapter III is to show the process and details of the proposed project as well as the management strategies of the proponents. This chapter should show some relevance to the literature presented in Chapter II.

**System Development Life Cycle (SDLC)**

This section discusses the process for Planning, Creating, Testing, and Deploying the project. Start by defining the SDLC Model which will be used in developing the project, and why?

Write the following sections with consideration to the chosen SDLC Model:

**Planning**

Discuss how the proponents gathered the data for the project and how they came up with the

proposed solution. Include pictures of the data gathering and planning activities if applicable.

**Development Plan**

Briefly discuss how the proponents will develop the proposed project step by step. Write the general and/or significant steps only.

**Testing Plan**

Discuss how the proponents plan on testing the proposed project. This may be for debugging purposes or test running for the target users.

**Deployment Plan**

Discuss how the project will be deployed. How will it be distributed? Is there a specific set-up? Include the user training plan.

**Evaluation Plan**

Discuss how the proponents will evaluate if the project satisfies the objectives stated and the problem intended to be addressed. Will the proponents conduct surveys or interviews? Include the survey form or interview transcript in the Appendices if applicable.

**Roles and Responsibilities**

Briefly discuss the roles and responsibilities of the individual proponents in this section. It can be in paragraph form with one paragraph for each proponent or in table form. Outline the general tasks that each proponent will perform.

**Schedule Feasibility**

This section assesses if the proposed project can be completed within the given timetable.

**Gantt Chart**



The Gantt chart is a project management tool which provides a visual representation of a schedule that helps to plan, coordinate, and track specific tasks in a project.

**PERT-CPM (Optional)**



The Program and Evaluation Review Technique (PERT) is a statistical tool which was designed to analyze and represent the tasks involved in completing a given project. The Critical Path Method (CPM) is an algorithm for scheduling a set of project activities.

**Economic Feasibility**

This section assesses the positive economic benefits that the proposed system will provide to the target users or stakeholders.

**Cost of Investment**

The cost of investment lists down the expenses incurred during the course of the system planning, development, and implementation. These can be based on factors such as resources used, man hours, cost of equipment, third party services, among others. Specify whether the expenses are one-time or recurring; set a specific timeline if the latter.

**Cost Recovery Scheme**

Discuss in this section how the proponents plan to recover the investment expenses spent on the proposed system. Specify a timeline if there are recurring income or expenses.

**Return of Investment**

Compute the Return of Investment (ROI) based on the gross expense and gross profit as discussed above. Set a specific timeline in months or years until a positive ROI is achieved. Make use of the formula below:

**Requirements Modeling**

This section discusses an overview of the various requirement models of the system.

**Input**

“What should the system collect?”

Discuss in this section the various input data which the system will prompt or collect from the user(s). Specify if they will be collected through software or web forms, or specific input devices such as biometric scanners and detectors, among others.

**Process**

“What should the system do?”

Discuss in this section the processes and functionalities which the system should be able to perform with regard to the specified Input requirements.

**Output**

“What should the system present?”

Discuss in this section what the system should be able to present to the user(s) with regard to the discussed Inputs and Processes. Specify if they are reports, computations, or evaluations, among others.

**Control**

“Who should access the system?”

Discuss in this section the various User(s) and/or User Group(s) and their individual privileges in the system. If the system has limited access, specify the different types of Users and what functions can each User do. If it has free access, specify the extent of what functions the User can perform.

**Performance**

“How well should the system perform?”

Discuss in this section the performance standard required from your system. Give figures of how much resources should the system be able to handle such as data entries per unit time, data limits, disk space, memory, and uptime, among others.

**System Requirements**

This section presents the projected optimal requirements of the proposed system in order to function properly.

**Software**

Create a table presenting the optimal software requirements of the system. This includes programming languages, virtual environments, third party libraries, operating system, among others.

**Hardware**

Create a table presenting the optimal hardware requirements of the system. This includes specifications of computer parts and external devices, among others.

**Network and Security**

If the proposed system requires a specific network architecture or configuration, as well as security requirements, discuss it in this section. This includes but is not limited to: network topologies, connection protocols, server collocation, encryption algorithms, and authentication schemes.

**Risk Assessment and Reduction**

This section discusses the possible risks your proposed system may encounter during the course of its use and how it can be mitigated.

**Risk Assessment**

Discuss all the possible identified risks which can occur to your system and the extent of the projected damages. This can include, but is not limited to: data breach, system failure, power outage, power surge, short circuit, and connection loss.

**Risk Reduction Scheme**

Discuss the various measures to minimize the risks stated above, as well as protocols to follow in the instance of any of those risks. This can include, but is not limited to, data backups, off-site backup, data virtualization (RAID), backup power supply, and data archiving.

**System Features**

In this section, create the Functional Decomposition Diagram of your proposed project and discuss its various features. It can be in paragraph form or bulleted list form.

Below is an example of a Functional Decomposition Diagram, it breaks down the individual functions and features of the proposed system. This can serve as a guide on how the features of the proposed system are related.

**System Structure**

Structural Diagrams visualize the static features and framework of a system. They represent the elements and the mechanism to assemble them. Include any of the applicable diagrams below:

**Context Diagram**

The System Context Diagram defines the boundary between a system, or part of a system, and its environment, showing the entities that interact with it.

**Entity Relationship Diagram**

This diagram is used to represent the entities within a system, its attributes, and relationship with other entities. Entities can be based on your database tables with the table columns as attributes.

**Class Diagram**

This diagram describes the attributes and operations of a class and also the constraints imposed on the system. Include this diagram if Object-Oriented Programming was used.

**Data Dictionary**

Data dictionary is a set of metadata that contains definitions and representation of data elements. It contains a list of all files in the database, the number of records in each file, the names and types o each field.

It is based on the forms and reports issued or used by the organization/ system

**Data Structures**

**This section represents the composition of all compound fields of the report/ form**

**Data Elements**

**This section represents the description of the non- decomposable data used in the report.**

**System Behavior**

Behavioral diagrams visualize the dynamic behavior of a system when it is running and the interaction among the structural elements. Include any of the applicable diagrams below:

**Activity Diagram**

The activity diagram is used to illustrate the flow from one operation to another in your system. This flow can be sequential, branched, or concurrent.

**Use-Case Diagram**

This diagram is used to gather the requirements of a system including the internal and external influences (known as Actors). It is used to get an outside view of the system, and show the relationships among the Actors and Use-Cases.

**Sequence Diagram**

This diagram shows the how objects interact and operate with one another within the proposed system arranged with time.

**Chapter 5: Conclusion and Recommendations**

The purpose of Chapter V is to draw the conclusion of the project whether it addressed the problems and/or satisfied the purpose as stated in Chapter I. This also gives recommendations to the future readers of this literature with regards to areas which were either lacking or could be improved in the future.

**Conclusion**

Briefly discuss in this section the results of the project with consideration to the problem or purpose which was specified in Chapter I. Discuss how the objectives were met and possibly reference or show evidence to back up the conclusions. Evidence can be attached to the Appendices section.

**Recommendations**

Write in this section what areas of the project were lacking due to constraints, or what areas could be improved in the future for the knowledge and adoption of the future readers of this literature.

**Bibliography**

See Formatting Guidelines

**Appendices**

**System Screenshots**

Include in this section at least 5 screenshots of the developed system.

**User’s Manual**

Include in this section the User’s Manual, Tutorial, or Help Guide of the developed system.

**Source Code**

Include in this section some relevant source code of the developed system.

**Grammarian’s Certification**

Include in this section the Grammarian’s Certification

**Curriculum Vitae**

Include in this section a single page Curriculum Vitae of each proponent.

**VI. Formatting Guidelines**

**APA Format and Styles**

**Typing and Printing Instructions**

This section contains instructions for typing the Project on a word processor. One page of the typescript should contain approximately twenty-seven double-spaced lines or their equivalent.

**Running Head and Page Number**

The running head is an abbreviation of the title in fewer than 50 characters (this includes punctuations and spaces and is usually about 5 – 7 words). The abbreviated title, in all caps, should appear on the page following the title page.

The page number appears, right justified, on the same line as the running head.

**Font**

Use Times New Roman in all text excluding tables and figures. Use 12 point font size. Arial font may be used for tables and figures. Do not use boldface type (except for section headings where required).

**Spacing**

In APA format, double-spacing is used throughout, including block quotations and the Reference page. No single spacing or additional spacing is appropriate.

Leave one space only after commas, semicolons, colons, and periods in abbreviations. Leave two spaces after final punctuation.

**Margins**

Margins should be measured one and one-half inches on the left, and one inch on the right, at the top, and bottom (The one and one-half inches on the left margin will provide space for binding). If the completion of a word will take you more than the right margin, place the complete word on the next line.

Right-hand margins should not be justified— that is, lines should not be spaced out so that the right margin is even. Justification on a printer often leaves irregular, unattractive spacing that interferes with reading and distorts the spacing of the documentation. Do not divide words at the end of a line. Let a line run short rather than breaking words at the end of the line.

**Indention**

Indent the first line of a paragraph five spaces. All subsequent lines should start with the left margin. Indent paragraphs one Tab key or five spaces. Indent block quotations five spaces, left side only.

**Numbering of Pages**

All pages of the documentation should be numbered, including the first page. Position numerals in the upper right-hand corner one inch from the top of the page, flush with the right margin

In documentation, the abstract, approval sheet, acknowledgement, table of contents, and list of tables and figures should be numbered in Roman numerals. The title page should be counted as a page but not numbered. Use lower case Roman numerals for the preliminaries and Arabic numerals running consecutively for the text until the end materials in the report.

Page numbers for the preliminary part are placed one inch from the bottom of the page, centered

between the margins.

**Table of Contents**

Table of Contents should be typed in uppercase and lowercase one inch from the top of the page, centered between the margins. No terminal punctuations follow the heading of any line of the Table of Contents. Type Chapter flushed with the left-hand margin and Page-flush with the right-hand margin. Position Page at the double space below the heading and place Chapter after the listing of the preliminaries.

Indent one-digit Chapter numbers five spaces, and position the numbers of two-digits or more by aligning the numerals in the right-hand column. The wording, capitalization, and punctuation of titles and headings should be typed exactly as they appear in the text. Use two-space hanging indentation (that is, the first line at the margin and subsequent lines indented) within headings and between successive levels. Type the names for the reference materials (References, Appendices) flush with the left margin; place the page number of the first page of each appendices, list each by letter (A, B, C, ...).

**Acknowledgements**

Type Acknowledgements one inch from the top of the page; the title should be centered between the margins and should have no terminal punctuation. Double-space to the first line of the text.

**Chapter Numbers and Titles**

Type the word Chapter followed by an Arabic numeral (Chapter 2), and position this one inch from the top of the page, centered between the margins. Type the title in uppercase and lowercase letters one double space below the chapter number and in Bold face. Double-space titles of two or more lines, using an inverted pyramid style. The title should not have terminal punctuation unless it ends with a question mark or an exclamation point. Double-space below the title to the first line of the text.

**APA Style Tables**

Tables are used because they are efficient. They allow the writer to present a lot of information in a small amount of space. They can show exact numbers and make comparisons more apparent. Use a table when it will aid in presentation. Do not use tables excessively. Tables should not reiterate what you have already stated in text. A well-used table supplements what you have stated in text. Tables can be used to present numerical data or words only. In the text, refer to the table and tell the reader what to look for. Here are some examples of how to reference a table in text:

... as shown in Table 8,

... children with pre-training (see Table 5)

Here is an example:

|  |  |  |
| --- | --- | --- |
| **Table 2 Response** | **Frequency** | **Percentage** |
| Disagree | 27 | 18.9% |
| Neutral | 26 | 18.2% |
| Agree | 89 | 62.3% |

Tables are double-spaced. However, if the table is longer than one page double-spaced, you can change it to 1½ or single spacing. If the table still goes onto a second page, determine whether it would be helpful for the reader to include the headings at the top of the second page also.

APA Style Figures

Illustrations other than tables such as charts, graphs, photographs, drawings are called figured. Tables are generally preferred because they provide exact information whereas figures usually require estimation. However, figures can be used appropriately if the intent is to quickly provide an overview of the information. As with tables, do not use figures which duplicate text. The following is an example of how to format figures in APA style:

APA Citation Style

Journal Article: Paginated by Issue

Devine, P. G., & Sherman, S. J. (1992). Intuitive versus rational judgement and the role of stereotyping in the human condition: Kirk or Spock? Psychological Inquiry, 3(2), 153 – 159. doi:10.1207/s15327965pli0302\_13

Journal Article: Paginated by Volume

Hodges, F.M. (2003). The promised planet: Alliances and struggles of the gerontocracy in American television science fiction of the 1960s. The Aging Male, 6, 175 – 182. Retrieved from http://www.informaworld.com/TheAgingMale

Magazine Article

Mershon, D.H. (1998, November/December). Star trek on the brain: Alien minds, human minds. American Scientist, 86(6), 585.

Newspaper Article

Di Rado, A. (1995, March 15). Trekking through college: Classes explore modern society using the world of Star trek. Los Angeles Times, pp. A3, A20 – A22.

[Newspaper website that does not include page numbers. The square brackets show that this is a review]

Ebert, R. (2009, May 6). [Review of the motion picture Star trek, produced by Paramount, 2009]. Chicago Sun-Times. Retrieved from http://rogerebert.suntimes.com

Books

Okuda, M., & Okuda, D. (1993). Star trek chronology: The history of the future. New York, NY: Pocket Books.

[Book with no author]

Star trek: Four generations of stars, stories, and strange new worlds. (1995). Radnor, PA: News America Publications.

Book Article or Chapter

James, N. E. (1988). Two sides of paradise: The Eden myth according to Kirk and Spock. In D. Palumbo (Ed.), Spectrum of the fantastic (pp. 219 – 223). Westport, CT: Greenwood.

**Encyclopedia Article**

Sturgeon, T. (1995). Science fiction. In L.T. Lorimer et al. (Eds.), *The encyclopedia Americana* (Vol. 24, pp. 390 – 392). Danbury, CT: Groiler.

**ERIC Document**

Fuss-Reineck, M. (1993). *Sibling communication in Star trek: The next generation: conflicts between brothers*. Retrieved from ERIC database. (ED364932)

**Websites**

Epsicokhan, M. (2004, February 20). *Confessions of a closet trekkie*. Retrieved October 12, 2009, from Jammer’s Reviews website: http://www.jammersreviews.com/articles/confessions.php

[Page with a corporate author and the name of the website is the same as the name of the author.]

National Aeronautics and Space Administration. (2009, May 28). *NASA astronaut watches new Star trek movie in space*. Retrieved from http://www.nasa.gov/mission\_pages/station/behindscenes/star\_trek.html

[Page with no author.]

*The Roddenberry legacy of human potential: If only, if only*. (2007, October 24). Retrieved January 7, 2009, from Star Trek official website: <http://www.startrek.com/startrek/view/news/editorials/article/2310913.html>

**Wiki**

Star trek planet classifications. (n.d.). In *Wikipedia*. Retrieved January 7, 2009, from <http://en.wikipedia.org/wiki/Star_Trek_planet_classifications>

**Blog**

Zompist. (2009, September 30). Star wars: Hope not so new anymore [Web log message]. Retrieved from <http://zompist.wordpress.com/2009/09/30/star-wars-hope-not-so-new-anymore/>

**Internet Video**

Crusade2267. (2006, November 02). For the uniform: One fan’s obsession with Star trek, part 1 [Video file]. Retrieved from <http://www.youtube.com/watch?v=u15q4PTME-M>

**PowerPoint Presentation**

Oard, D. W. (2001). *Bringing Star trek to life: Computers that speak and listen* [PowerPoint slides]. Retrieved from University of Maryland TerpConnect website: http://terpconnect.umd.edu/~oard/papers/cpsp118t.ppt

**Notes**

Double-space all lines. Indent the second and following lines 5 to seven spaces or one half inch. Use one inch margins and Times New Roman 12-point font. Do not justify.

Arrange the items on your reference list **alphabetically** by the author’s last name, letter by letter, interfiling books, articles, etc. Items with no author are interfiled in this list by the first significant work of the title.

Use only the initials of the authors’ first (and middle) names.

If no author is given, start with the title and then the date. Note that some authors on the internet use a screen name instead of their real name and that an organization can also be an author (a “corporate author”). See examples under books, websites, and blogs.

Article titles, book titles, and web page titles: capitalize only the first word of the title and subtitle. (Capitalize all significant words of periodical titles and website titles.)

If the journal (or magazine) begins each issue with page one (paginated by issue), include the issue number (not italicized) if one is provided. If the journal continues the page numbering from issue to issue throughout the volume (paginated by volume), do not include it.

**DOI: Digital Object Identifier** is a string of numbers (and/or letters) assigned to individual journal articles as well as to some other publications.

Include the DOI for articles that you retrieve both online and in hardcopy.

The database may provide the DOI as part of the citation, or you may have to look at the top or bottom of the first page of the article and find it.

If a document has a DOI, then you do not need to include a website address (URL) or other retrieval information. Your readers can go to http://www.doi.org/ and use the DOI to locate the article.

If you retrieve an article online or from a database, and it does not have a DOI, include the URL of the journal’s homepage at the publisher’s website (**not** the direct link to the article). You may have to use a search engine to find this website. If the URL to the journal’s homepage is too long and complicated, use the URL of the publisher’s home page. This is a judgement call that you will have to make. **Do not include the database’s name or URL**

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instead (**unless** you are accessing a dissertation, and ERIC document, or an older article from JSTOR).

Older hardcopy journals will not have a DOI, and it can be left out.

If you retrieve an online magazine, newspaper, book, or encyclopedia from one of our databases, include the DOI or URL as discussed above and as shown under the examples of journals.

**Websites:**

If no author is given, start with the title and then the date. Note that some authors on the internet use a **screen name** instead of their real name and that an organization can also be an author (a “**corporate author**”).

If possible, include the month and day that the page was created.

If a webpage is **likely to change** over time, such as a wiki or personal website, include the **date that you looked at the page**. Web pages that provide journal articles, books, or reports from publishing companies, professional associations, and government agencies are less likely to change and do not require retrieval dates. This is also a judgement call that you will have to make. The format for including a retrieval date comes from the APA Style Guide to Electronic References, 2007.

If the date the page was created is not given, use (n.d.). See example under Wiki.

If the name of the **website** is the same as the name of the **author**, you do not need to include it a second time. This is especially likely to happen with the websites for government agencies and professional associations (see the examples for National Aeronautics and Space Administration). If the name of the **website** is obvious from the URL, you do not need to include it (another judgement call).

If the **URL** does not fit on one line, divide it **before** any punctuation marks (except for the “**http://**”).

If you are citing the web version of a hardcopy source, format it the same way that you would the hardcopy source and include the relevant retrieval information.

The example for citing a PowerPoint presentation is adapted from the APA style Guide to Electronic References, 2007.

**VII. Presentation and Defense Guidelines**

**Title Defense / Pitching**

The presenters will be given an uninterrupted 2 minutes to convince the panel that they and their proposal are worth hearing out. This will follow a pitching format, so it should be simple yet concise.

**Elevator Pitch**

Identify the need

Present the problem that exists, for whom they exist (target), and what will be the benefits and results of the proposal

Unique selling proposition

Present one or two of the most prominent features of the proposal that will separate it from the rest

**Ground Rules**

Keep it short

Avoid jargon – use words that even your grandmother can understand

Balance humility and hype – have confidence in your proposal, but do not oversell

Practice

**Final Defense**

**Presentation**

Project Title and Introduction

Purpose and Description of the Project

Objectives

Scope and Limitations

Significance of the Study

Methodology

Economic Feasibility

Conclusion and Recommendations

**Demonstration**

The presenters will demonstrate the features and functionalities of their system to the panel.

**VIII. Appendices**

2” from the top edge of the paper to the first line of the title

<Write here in full caps, center aligned, double space, inverted pyramid and bold letters TITLE OF CAPSTONE PROJECT>

2” from the last line of the title to the first line of the next paragraph

A Course Project

Presented To

The College of Information Technology Education

University of Iloilo

PHINMA Education Network

3” from the first line of A Course Project…. to the first line of

In patrial fulfillment

In Partial Fulfilment

Of the Requirements for the Degree of

Bachelor of Science in Information Technology

By

<NAME OF PROPONENT>

<NAME OF PROPONENT>

<NAME OF PROPONENT>

<MONTH AND YEAR

**APPROVAL SHEET**

This Capstone project hereto entitled <TITLE OF CAPSTONE PROJECT>, prepared and submitted by <Names of Proponents> in partial fulfilment of the requirements for the degree of Bachelor of Science in Information Technology has been examined and is recommended for acceptance and approval for ORAL EXAMINATION.

<NAME OF ADVISER>

Adviser

Approved by the Committee on Oral Examination with a grade of PASSED on <DATE>.

<Name of Panelist>

|  |  |
| --- | --- |
| Chair  <Name of Panelist>  Member | <Name of Panelist>  Member |
|  |  |

Accepted in partial fulfilment of the requirements for the degree of Bachelor of Science in Information Technology

<NAME OF PROGRAM HEAD>

Dean

College of Information Technology Education

**G R A M M A R I A N’ S C E R T I F I C A T E**

<DATE>

This is to certify that the undersigned has reviewed and went through all the pages of the Capstone Project manuscript entitled <PROJECT TITLE> developed by <NAME OF PROPONENTS> aligned with the set of structural rules that govern the composition of sentences, phrases, and words in the English language.

Signed:

**<GRAMMARIAN’s NAME>**

Grammarian