**Project Title**

Project Proposal



**Information Technology Capstone Project**

COMP5703

Group Members:

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**School of Information Technologies**

**Faculty of Engineering and Information Technologies**

**The University of Sydney**

**2018**

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# Executive Summary

In this section, the group/student are expected to summarise the proposal in a way that the readers, in this case the client or the supervisor, can quickly become acquainted with the documents without the need to read the whole document.

This executive summary should contain:

1. A brief statement of the business problem that is faced by the client or the problem that the client needs solved.
2. Brief background information that relates to the problem.
3. A brief methodology of how the problem will be solved.
4. Early state analysis and principal conclusions.

This executive summary should not exceed two pages.

# Introduction, Background and Motivation

In this section, a brief introduction to the domain in the particular project should be introduced in the way that people or reader who does not have the same background will be able to follow. Background and motivation of the project should be defined in the context of the project. No technical information is needed to be described in this section.

# Research Problems/Questions

## Research Questions

In this section, an apparent problem or question faced by the client needs to be defined and stated. Sometimes, even though the client already stated their problem it might be only the symptoms.

## Research Aims

In this section, the aims of the project associated with the research question or problem should be explained in detail.

## Project Scope

In many cases, the problem might be too big to be solved. The scope needs to be stated in this section to make it easier to justify the outcome or the completion of the project.

# Related Literature

A literature review is done by analysing and articulating the published sources and literature on the specific topic of the project. In this section, you should emphasise the review is needed and why the selected topic is essential for the project. Moreover, the scope of the literature reviewed and the selection criteria, such as the type of sources, keyword and any particular date range, need to be specified.

The literature reviewed can be in the form of an article such as conference paper, journal paper, a research report or thesis. The literature review usually consists of three main components: an introduction, a body and a conclusion. Furthermore, the literature review is not only summaries one by one of the source. Instead, it constructs an essay that flows from one topic to another that relates to the project problem that is to be solved. For this type of project, the expectation of the literature to support the argument is at least 10 – 15 citations that compile state of the art discussion related to the problem of the project. Do not forget to consider the reliability of the sources.

# Methodology

In this section, the group/student should explain the methodology that will be used to solve the problem or problems at the core of the project. The methodology section should explain and inform the reader as to how data was collected, how the IT artefact is developed and tested and so forth. You should explain the reasons why you chose a particular technique and procedure for your project. By providing sufficient information in your report you will allow others to replicate your methodology. Moreover, the appropriate sample size also needs to be considered in order to ensure a statistically rigorous recommendations based on your findings.

# Expected Outcome

The expected project deliverables should be stated and described in this section. Discuss the implications of completing your project. The implications could affect the client (e.g. in term of business process, decision making and so forth), the domain of knowledge or general audience. The implication should be explained briefly in the proposal and in more detail in the final report.

# Project Schedule

Within the allocated time, the detail of how the project will be running should be described in detail in this section. A Gantt Chart might be used to show and illustrate the milestone of your project.

# Roles and Responsibilities

In this section, the detail of responsibilities of each member of the team should be defined, such as who did what? Each member can have more than one role, depending on the nature of the project.

# Reference

* You are strongly encouraged to use information from reputable websites such as Wall Street Journal, New York Times, and websites from Governments, as well as books, academic journals and magazines (e.g., The Economist). Some well-regarded journals you may refer to are: Harvard Business Review, Information Systems Research, Management Science and MIS Quarterly.
* Please cite all references at the end of your paper (both proposal and final report). You should include references to facts, figures and any other information that you obtained from various sources. References from relevant papers in the University Digital Library are preferred over Internet sources as Internet sources may not always be reliable.
* Whenever you quote, paraphrase, summarise or refer to ideas, facts, figures or findings from another source (e.g. research paper, book, website), you should cite the source, with appropriate formatting, in the sentence that mentions these ideas or figures. It is not sufficient to just provide a list of references at the end of your paper. The source that you use should be cited in the text of your paper, either in parentheses or as part of the text itself. We suggest the use of APA style for referencing. If the references quite a lot, you can use the reference management system such as Endnote that provided by the University of Sydney (<http://libguides.library.usyd.edu.au/endnote)>.
* You are reminded that the University takes plagiarism infringements seriously. If the sources are not cited correctly, it may be deemed as plagiarism. Please note that your submission will be forwarded to an automated plagiarism checking system.

**Note:**

Official university academic honesty cover sheet must be signed by all members and attached to the proposal.