**Generated by Dr Clare Stanier**

**If you read nothing else, read the bits in blue**

**Writing your FYP proposal**

Your supervisor will advise you on the structure and content of the proposal but the proposal also has to be approved by your award leader. Some proposals will be rejected because they are not valid for the award or would not get you a degree – in which case it is back to the drawing board. Some proposals are rejected because although fundamentally sound, they need some amendment. This sheet sets out some of the things you must discuss – relevant term is discuss: just stating ‘ I will do some research’ will ensure the proposal is rejected.

**Background**

We need enough information to give us a good idea what the project will do & why.

* A proposal will be rejected if it is not clear what the artefact will do.

**A lot of proposals are submitted with: ‘ I will create a database with a web front end’ = rejected. What will the user be able to do through the web front end? You do not need to specify this in detail – at this stage you won’t be able to – but should at least specify something like: I will create a database with a web front end which will allow users to register, place orders, make payment, track orders’.**

**Objectives**

Objectives are the stepping stones to achieving your aim. You need to show that you understand the stages of a project and of the FYP.

* A proposal which does not make it plain what areas you will research will be rejected.
* A project which does not make it clear what you will be building and how you will go about it, will be rejected
* A proposal which does not refer to testing and evaluation will be rejected

**Deliverables**

The FYP is about a lot more than just the piece of software – what else will you be producing? If you are not sure, check this with your supervisor.

**Any proposal which does not specify that the deliverables will include documentation will be rejected**

**Ethical Information**

* If you do not complete this section, your proposal will be rejected.
* If all you say is something on the lines of ‘I will comply with all relevant legislation’ your proposal will be rejected. This is not a token effort – it is a key part of the FYP and under university regs we cannot accept your proposal if you do not make a realistic effort at the ethical section.

**It also doesn’t work just to say ‘I will comply with the Data Protection Act’. This does not tell us whether the DPA applies to your project. Better is something on the lines of: ‘My project will involve storing personal data such as ….so the project will comply with the DPA’.**

**Suitability for Award**

Your project must be suitable for the award on which you are registered and must be sufficiently demanding

* It is not sufficient just to use the built in facilities of a software package.
* A website which consists only of static pages will not meet the requirements of the FYP
* Generally, Access would not be an acceptable DB unless it is a very minor part of your project
* A minimal database with a poor web front end created by using defaults in a package is unlikely to get you a pass grade. An information or e-commerce system – suitable database with a good (usually web) interface which processes complex information and does something useful – could get you a first.

**E.g. For Computer Science**

**The project must be at the correct technical level. We would expect some evidence that you will be dealing with computers as part of a wider system, or with computers as a system in their own right. An e-commerce type project is not usually appropriate for a Computer Science FYP: a number plate recognition system – for example- would be.**

**If you want to develop an FYP in an area which is not appropriate for your award, it is usually possible to change to a different award.**