**THE SUPERIOR COLLEGE LAHORE**

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**Faculty of Computer Science & IT**

**FINAL YEAR PROJECT**

**PROJECT PROPOSAL & PLAN**

**[Title of Project]**

Project ID: **[Issued by FYP Manager]**

**Project Team**

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| --- | --- | --- | --- | --- |
| **Student Name** | **Student ID** | **Program** | **Contact Number** | **Email Address** |
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**[Project Supervisor]**

([Designation])

**[Title of Project]**

**Change Record**

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| --- | --- | --- | --- | --- |
| **Author(s)** | **Version** | **Date** | **Notes** | **Supervisor’s Signature** |
|  | 1.0 |  | Original Draft |  |
|  |  |  | Changes Based on Feedback from Supervisor |  |
|  |  |  | Changes Based on Feedback From Faculty |  |
|  |  |  | Added Project Plan |  |
|  |  |  | Changes Based on Feedback from Supervisor |  |
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**Project Proposal**

**Project Title:** [14 pt, Calibri]

# Executive Summary

[12 pt, Calibri, Justified]

[*An executive summary summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.* *This section summarizes the overall document, and should include the important highlights from the document. It should be concise. It is NOT an introduction, index or table of contents, it is a summary. The Executive Summary should not make any reference to other parts of the document. You have to write one page to let reader understand an overview of the project.]*

# Introduction

[12 pt, Calibri, Justified]

[*Between 5 to 10 lines that briefly introduce users for which solution is being developed. It gives the relevance of problem and gives background information to reader*]

1. **Existing System / Competitive Analysis**

[12 pt, Calibri, Justified]

[*Between 15 to 20 lines that describe existing system and current situation. Write the previous related work by others, literature review with credible sources, and list down all the possible competitors of your product. That is, you need to list down all those products that are closely related to your product in terms of features, target audience, etc.*]

1. **Problem Statement**

[12 pt, Calibri, Justified]

[*Between 5 to 10 lines describing problem that motivates for new solution. The problem statement should be concise, as you now understand it.*]

## Proposed Solution

[12 pt, Calibri, Justified]

[*Between 10 to 20 lines in which solution of the problem will be proposed.*]

1. **Scope of the Project**

[12 pt, Calibri, Justified]

[*Major modules / features will be discussed in this section. Each module will be discussed in 5 to 6 lines.**Present the features that are included and the possible features that are excluded from your scope.*]

1. **System Architectural Design**

[12 pt, Calibri, Justified]

[*Describe hardware, software, or network components as relevant and as understood at this time. Draw a high-level architecture diagram to illustrate the proposed system components and the relationships between them*.]

1. **Implementation Tools and Techniques**

[12 pt, Calibri, Justified]

[*Describe your methodology for implementation along with implementation tools*.]

1. **Project Plan**

[12 pt, Calibri, Justified]

[*This section describes how the project will be managed, including a detailed plan with milestones. Project Plan includes two things i.e. Work breakdown structure (WBS) and* *Gantt Chart consisting of Timeline with milestone.*]

* 1. **Work Breakdown Structure**

[*A work breakdown structure (WBS) is deliverable based decomposition of project scope. The WBS includes 100% of the work defined by the project scope and captures all deliverables – internal, external, interim – in terms of the work to be completed, including project management. You have to give division of responsibilities and duties among team members*.]

**Sample WBS**

1. **Project Management** 
   1. Work Breakdown Structure (WBS)
   2. Roles & Responsibility Matrix
   3. Change Control System
2. **Reports / Documentation**
   1. Final Documentation Introduction
   2. Literature / Markey Survey
   3. Requirements Analysis
   4. System Design
   5. Implementation
   6. Testing & Performance Evaluation
   7. Conclusion & Outlook
   8. End User Documentation
   9. Application Administration Documentation
   10. System Administrator Documentation
3. **System**
   1. Development Environment
      1. IDE
      2. Version Control
      3. Server
      4. Database
   2. Presentation Layer
      1. Deliverable 1
      2. Deliverable 2
      3. . . .
   3. Business Logic Layer
      1. Deliverable 1
      2. Deliverable 2
      3. . . .
   4. Data Management Layer
      1. Deliverable 1
      2. Deliverable 2
      3. . . .
   5. Physical Layer
      1. Deliverable 1
      2. Deliverable 2
      3. . . .

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# Roles & Responsibility Matrix:

The purpose of roles & responsibility matrix is to identify who will do what.

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| **WBS #** | **WBS Deliverable** | **Activity #** | **Activity to Complete the Deliverable** | **Duration**  **(# of Days)** | **Responsible Team Member(s) & Role(s)** |
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* 1. **Gantt Chart**

[*Gantt Chart consisting of Timeline with milestone. Specific items to include in this section are as follows:*

* *Timeline with milestones:* ***Gantt chart in Microsoft project 2013.*** *The following are required elements of your Gantt chart:*
* *Project duration is from the date your project is enrolled to the completion date:*
* *Each milestone is to be labeled with a title.*
* *Schedule all tasks not just “Design” or “Testing.” Break this schedule down to specific assignments.*
* *Each task is to be labeled with a title and person or persons assigned to the task.*
* *Subdivide larger items so that no task is longer than about one week*
* *Link tasks which are dependent on the completion of a previous task.*]

**References**

[12 pt, Calibri, Justified]

[*Give references to the resources you have consulted in finalizing your project topic.*]

**List of Faculty Proposed Changes**

**Project Title**

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| --- | --- | --- |
| **Proposed Change** | **Proposed By** | **Supervisor’s Decision** |
|  | Name of Faculty Member(s) who proposed this change | Approved/Disapproved and/or Comments |
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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVAL**

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| **Project Supervisor** | |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Project Manager** | |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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