

FACULTY OF COMPUTING & INFORMATION TECHNOLOGY

Undergraduate Project Documentation Guide (Proposal & Full)

July 2015 Version

Purpose: This brief guide is meant to provide some information about writing a project proposal and full documentation at Faculty of Computing & Information Technology, Multimedia University of Kenya. It gives the general format, and highlights the purpose of each section, the required content and gives some pointers.

General guidelines

- Font: Times New Romans, Size 12 with 1.5 spacing
- Paragraph spacing: 6pts After
- Margins: Top, Bottom, Right – 1 inch; Left – 1.5 inches
- Alignment: Justified
- Page Size: A4
- Page numbering: Bottom centered, with X of Y format. Preliminary pages use roman numbers
- Spiral binding for proposal and hard cover binding for final projects
- Submit two (2) copies of proposal and final documentation.
- Two CD copies of the project should be submitted alongside the documentation.

PROJECT PROPOSAL OUTLINE

Document Section	The purpose	Required Content
Cover Page	Document Identification and ownership	See appendices
Declaration page	This is a signed declaration of ownership by the student and the university supervisor allocated.	Student must indicate full name, registration no. and date.
Abstract	A short summary of purpose, methodology, expected result and conclusion of proposed study.	Maximum (150-200) words (less than a page)
Table of Content	Main headings and subheadings.	Auto generated ToC.
List of Abbreviations	Abbreviations used in the document. The researcher must create a detailed list with all the abbreviations and their meanings in full. A reader can quickly check this section when he encounters an abbreviation.	List of abbreviations and their meanings in full. NB: No use of an abbreviation before it is provided in full at first.
List of Tables	Diagrams drawn in the document.	Auto generated
List of Figures	Tables used within the document.	Auto generated

Document Section	The purpose	Required Content
Chapter 1 – Introduction	This chapter gives a brief background about the area of study. It also provides the problem statement. It defines the problem and research objectives. At the end of the research the researcher will check if he met these research objectives as he/she writes the conclusion.	1.1 Background of study 1.2 Problem statement 1.3 Aim of the study 1.3.1 Research objectives 1.4 Significance/Justification of the study 1.5 Scope (i.e. defines the system boundary) 1.6 Assumptions 1.7 Limitations (i.e. challenges and counter measures)
Chapter 2 – Literature Review	This chapter discusses all related information (knowledge) that is available in great detail. the student will survey a portion of the published work that provide context for the current problem. It should also be current Citations must be made properly in a consistent way. Use APA referencing style	2.1 Introduction 2.2 Related systems (2-3) 2.3 Limitations/Weaknesses of these systems 2.4 How your proposed solution will handle these weaknesses.
Chapter 3 – Methodology	In this Chapter, the student should discuss how he/she will carry out the work to meet the project objectives. Realistic project schedule and budget must be provided by the student.	3.1 Introduction 3.2 The Methodology(stating the methodology, its description and justification of using this methodology.) 3.3 Data collection(needs assessment) methods and tools 3.4 Project Resources (Hardware/Software) 3.5 Project schedule (including milestones and deliverables) 3.6 Project budget.
Reference and Any Appendix. Use APA style of referencing		

FINAL PROJECT DOCUMENTATION OUTLINE

Document Section	The purpose	Required Content
Cover Page	Document Identification and ownership	See Appendices
Declaration page	This is a signed declaration of ownership by the student and the university supervisor allocated.	Student must indicate full name, registration no. and date.
Dedication	[Optional]	

Document Section	The purpose	Required Content
Acknowledgements	Acknowledging various stakeholders that have played a role in accomplishing the task.	
Abstract	A short summary of purpose, methodology, results and conclusion and recommendations.	Maximum (150-200) words (less than a page)
Table of Content	Main headings and subheadings.	Auto generated ToC.
List of Abbreviations	Abbreviations used in the document. The researcher must create a detailed list with all the abbreviations and their meanings in full. A reader can quickly check this section when he encounters an abbreviation.	List of abbreviations and their meanings in full. NB: Don't use abbreviation that has not been given in full at first.
List of Figures	Diagrams drawn in the document.	Auto generated
List of Tables	Tables used within the document.	Auto generated
Chapter 1 – Introduction	This chapter gives a brief background about the area of study. It also provides the problem statement. It defines the problem and research objectives. At the end of the research the researcher will check if he met these research objectives as he/she writes the conclusion.	1.1 Background of study 1.2 Problem statement 1.3 Aim of the study 1.3.1 research objectives 1.4 Significance/Justification of the study 1.5 Scope (i.e. defines the system boundary) 1.6 Assumptions 1.7 Limitations (i.e. challenges and counter measures)
Chapter 2 – Literature Review	This chapter discusses all related information (knowledge) that is available in great detail. the student will survey a portion of the published work that provide context for the current problem. It should also be current Citations must be made properly in a consistent way. Use APA referencing style	2.1 Introduction 2.2 Related systems (2-3) 2.3 Limitations/weaknesses of these systems 2.4 How your proposed solution will handle these weaknesses.
Chapter 3 – Methodology	In this Chapter, the student should discuss how he/she will carry out the work to meet the project objectives. Realistic project schedule and budget must be provided by the student.	3.1 Introduction 3.2 Methodology (stating the methodology, its description and justification of using this methodology.) 3.3 Data collection methods and tools

Document Section	The purpose	Required Content
Chapter 4 – System Analysis	This chapter should show the current state of the system the student wish to work on and the new study.	4.1 Detailed analysis of current system using flow charts, DFDs, UML, Context diagrams, etc. 4.2 System requirements 4.2.1 Functional requirements 4.2.2 Non functional requirements
Chapter 5 System Design	Description of the design environment and system components.	Detailed design of the proposed system using tools such as ERDs, DFDs, UML, etc. 5.1 Architectural design 5.2 Database design 5.3 User interface design
Chapter 6 Implementation and testing	Description of the development environment and testing procedures	6.1 Development environment 6.2 System components 6.3 Test Plan (test data, test cases, test results)
Chapter 7: Conclusion	Provides a summary of achievements, lessons learnt, conclusions and any recommendations	7.1 Achievements and lessons learnt 7.2 Conclusions 7.3 Recommendations
References	The sources of your literature must be provided in the reference section	Use APA Referencing style
Appendix	Any extra material that is important can be included	User manual Data collections tools Project schedule Project budget Any other relevant document.

Appendix 1: Cover page format



MULTIMEDIA UNIVERSITY OF KENYA

FACULTY OF COMPUTING & INFORMATION TECHNOLOGY

PROJECT PROPOSAL [Proposal Only]

TITLE OF PROJECT

BY

NAME

REG. No

SUPERVISOR

MONTH, YEAR (When presented)

Submitted in partial fulfillment of the requirements of Bachelor of Science in Information Technology/Computer Science/Software Engineering.

DECLARATION

I hereby declare that this Project [Proposal] is my own work and has, to the best of my knowledge, not been submitted to any other institution of higher learning.

Student : _____ **Registration Number:** _____

Signature: **Date:**.....

This project [proposal] has been submitted as a partial fulfillment of requirements for the Bachelor of Science in Computer Science/Information Technology of Multimedia University of Kenya with my approval as the University supervisor.

Supervisor: _____

Signature: **Date:**