



Bangladesh University of  
Business and Technology (BUBT)

# PROJECT PROPOSAL

On

[Project Name: Give an Elegant Project Title]

[Submission Date: 7<sup>th</sup>, August, 2025]

**Submitted By:**

ID	Name	Intake/Section

**SUPERVISED BY:**

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*Assistant Professor,  
Department of CSE*

**1. Needs/Problems**

Write down the main problems or requirements to develop this system

**2. Goals/Objectives**

Write Down a brief description of your Project

**3. Existing System Analysis**

Write down short descriptions with proper references about at least 2-3 existing software/web apps for the following Problem. Analyze them and find what the shortcomings of these systems are.

**4. Features / Scopes**

What should be done in this project exactly do not write extra over-estimating features that you cannot provide here. So, list out the possible and most likely features and deliverable facts that you can finish in time.

**5. Development Model**

What types of development models do you choose? Why explain (List) your answer here?

**6. Feasibility Analysis & Possible Risks**

Write down a 3-factor feasibility analysis and possible risk (in project development, for example, technical issues or any other issue that may lead to missing deadlines, not staying within budget, or not completing the project) for your solutions.

**8. Requirements**

Lists all possible requirements (e.g. hardware configurations, software, personnel, tools & and technology, languages, etc.)

**9. Activity and Time Schedule/Project Breakdown with time estimation**

For example,

#	Stages/ Tasks	Efforts, man-hours
<b>Stage 1</b>	<b>Analysis and Design</b>	
1.1	Requirements analysis, mockup creation	12
1.2	Work plan creation	4
<b>Stage 2</b>	<b>Implementation</b>	
2.1	Web design creation	40
2.2	Database creation	45
2.3	General website functionality, login, user management	35
2.4	Picture upload/delete functionality	12
2.5	Multiple recipients postcards functionality	24
2.6	Postcards email sending functionality	4
2.7	Orders status back end functionality	24
2.8	Additional pages of content, multiple language support	12
<b>Stage 3</b>	<b>Testing and other QA tasks</b>	
3.1	Testing and bug fixing	24
<b>Stage 4</b>	<b>Deployment</b>	
4.1	Deployment on the hosting of client	5
	<b>Total estimated efforts: 293 man-hours</b>	

## 10. Budget

The budget includes tentatively the following things: **EMPLOYEE** Salary, Bonus and commissions, Employee Benefits, Temporary Labor, Training fees, Other Professional Fees, Advertising, Marketing Materials, Travel costs, Food Costs, Office Expenses/Rents, Communication, Computer/Hardware costs, Software Costs, Office Supplies, Taxes and Others. For Example,

Project Item	Amount	Unit Price	Total
Software license			
Machine(s)			
Server License			

Database license			
Development Consultant			
Project Management			
Training (Time + Materials)			

## 11. Development Team & Stakeholders

Lists your team structures with proper responsibilities. Remember! There should be a **maximum of 2 people per task**. They will be responsible for that part. Give everyone fair working distributions. If possible, give everyone a designation. Otherwise, imbalanced flow of work will provide you a major penalty. There should be a team leader and a co-leader. You may hire or take help from another source/person and then include them in another **expert category**.

Also, list all stakeholders and key users in your projects. For example,

Id	Name	Designation	Responsibilities
00005	X	Team Leader	Team managing, Co-coordinating among members
00001	Y	Back-end Programmer	ASP.NET Programmer
00004	Z	DBA	Database Design and Administrator

## 12. Limitations & Future Works

If there are any limitations or tough tasks or something like that then you should put a list in here. Also, shows the possible future works.

## 13. References

Lists down reference links or book pages, web contents, or others in here Please for further reading  
See **MLA 7 citing and referencing**. For Example:

- [1]. Cloud Security Alliance (2009), Quantum-safe Security Working Group. Retrieve from:<https://cloudsecurityalliance.org/group/quantum-safe-security/>
- [2]. H. J. Kimble, "Review Article The quantum internet", Nature 453, 1023-1030, dx.doi.org/10.1038/nature07127