**Annex 1- Sample Project Proposal**

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| --- | --- |
| **Student Name** |  |
| **Student Number** |  |
| **Supervisor Name** |  |
| **Project Title** |  |
| **Year** |  |

1. **Overview of the Project**

What is the project all about? Give a little background to the problem which you are addressing, why you have chosen this project, any collaborators (e.g. company, project sponsors etc).

1. **Objectives for the Project**

This is very important. You must CLEARLY and SPECIFICALLY state what the project objectives are, numbering them chronologically according to how you will achieve them. The success of the project will be judged against these.

**Note:** An objective is a single statement stated in measurable terms and is usually not justified or qualified

The B.Sc. project has two categories of objectives:

**Research Objectives:** You should have one or two such objectives to guide you on the research you will undertake to e.g. if you were building a knowledge based system for a client in the insurance industry, a possible research objective would be

* *Research into the application of knowledge based systems in the insurance industry*

1. **System Development Objectives:** These are the objective you will have to meet as you develop the system e.g.

* *Gather requirements …*
* *Design …*
* *Implement …*
* *etc*

1. **Research Topics**

You should clearly define the topics for academic research in the project and give a rationale as to why you are undertaking the stated research:

1. Research Topic 1 will be …
2. Research Topic 2 will be …
3. **Constraints**

If there are any constraints imposed on the project you must identify them. These are normally constrains imposed by the target hardware, the operating system etc. Time and lack of knowledge are not constrains, nor is the availability of key personnel! You have to plan to work round these issues.

1. **Resources**

Clearly identify what resources you will need for the project, and their source. For example, you might required a particular software package, or type of operating system, or hardware, or people. State what they are and how they will be used, e.g.:

* Java will be used for the development of the core software
* VB.Net will be used to develop the system interface
* Advice will be provided by Mr. J. Otieno, Production Manager, Jua Kali Enterprises Ltd, on the requirements for the new system
* A Pentium V personal computer and printer will be used at the developer’s home for production of project documentation and for system development

1. **Other Information**

If there is any further information that you feel the supervision team should know, include it here.

**Signed and Agreed**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Student** |  |  |  |
| **Supervisor** |  |  |  |

1. **Project Schedule**

**Note**: A task should normally be no more than 20 hours per task

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No** | **Task Name** | **Planned Hours** | **Actual Hours** | **Planned Start Date** | **Actual Start Date** | **Planned End Date** | **Actual End Date** | **Deliverables\*** |
| 1 | Prepare Terms of Reference | 10 |  | 10/1/2011 |  | 10/5/2011 |  | Accepted TOR |
| 2 | Prepare Schedule and Gantt Chart | 10 |  | 10/5/2011 |  | 10/9/2011 |  | Schedule and Gantt Chart |
| 3 | Initiate Research, Order papers | 20 |  | 10/9/2011 |  | 10/18/2011 |  | Abstracts |
| 4 | Research for Topic 1 | 30 |  | 10/11/2011 |  | 12/12/2011 |  | Formal Research Notes for Topic 1 |
| 5 | Research for Topic 2 | 30 |  | 10/11/2011 |  | 12/5/2011 |  | Formal Research Notes for Topic 2 |
| Etc… | Etc… | Etc.. |  | Etc... |  | Etc... |  | Etc... |
|  |  |  |  |  |  |  |  |  |
|  | Total Hours | ~270 |  |  |  |  |  |  |

**\*Deliverables**

Deliverables are the tangible results of each task. Every task MUST have a deliverable, and these should be produced at supervision sessions and reviews as required. Note that progress in the project will, in part, be judged by the timely production and quality of the deliverables.

1. **Project Gantt chart**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No** | **Task Name** | **Planned Hours** | **Planned Start Date** | **Planned End Date** | **October** | | | | **November** | | | | **December** | | | |  | | |
| 1 | Prepare Terms of Reference | 10 | 1/10/2011 | 31/10/2011 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Prepare Schedule and Gantt Chart | 10 | 5/10/2011 | 31/10/2011 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Initiate Research, Order papers | 20 | 1/11/2011 | 18/12/2011 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Research for Topic 1 | 30 | 23/12/2011 | 15/1/2012 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Research for Topic 2 | 30 | 15/12/2011 | 21/1/2012 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc… | Etc… | Etc.. | Etc... | Etc... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total Hours | ~270 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |