HOW TO WRITE A GOOD PROJECT PROPOSAL

By iProject Master Analyst, ⏲ Posted on 25-10-21

A project proposal is an outlined description of different activities geared towards solving a certain problem in a bit to gain success over the problem statement. Most undergraduate are expected to propose a final year project topic, which will help to stimulate further studies. Projects help to provide final year students and others logical presentation of gathered ideas. It also shows the relationship of past action as well as articulate the activities for proposed project. A good project should consist of the Following factors

1. Project planning: plan ahead to get a good project topic, explore to be certain that the topic is viable and there will be sustainability.
2. Make it a team work, if other people are involved in the project.
3. The project proposal should be realistic in terms of set time and the aim of the proposal.
4. There should be no use of abbreviation, initials nor jargons when writing the project proposal.
5. A clear concise and readable format should be used
6. There should be employment of action words in the proposal to make readerships of the proposal proposer or writer.

STEPS TO START A PROJECT PROPOSAL

- Decide on the problem to tackle and come up with a good idea
- Identify your funding channel especially for money gulping project.
- Approach your sponsors if aim to ascertain commitment on their part.
- Build a project team, if the project needs more people, find more responsible partners and appoint a head with a good reputation.
- Play active part in most decision making, so as to achieve the desired goal
- Finally, hold a kick-off meeting with your supervisor or team head, then lastly with all partners.

FORMAT FOR WRITING A PROJECT PROPOSAL-

A project proposal should have the following headings for easy navigation

Title page: A good project formal must have a project title, the date of project and if possible the name of the sponsors or donor agency.

Project title: The project proposal title should be short and straight to the point and outline the main project activity.

Abstract : There should always be a short summary of the whole project, since most readers may not patient enough to assess the whole project proposal. Abstract should take limited lines and straight to the point.

Context: Emphasized on the relevant data from the research carried out and don't dwell on irrelevancies.

Project justification: A proposal project formal should include reasons for the project this heading should include problem statement, priority needs, the aims of the projects and ways of solving problems.

Target group: The formal should show the size and features of the target groups.

Project implementation: The formal should also outline the activities, basically an overview of people or a person involved in the project, when the project will be begin, where or location of the project activities and how it will be carried out to a conclusion.

Budget: The formal should systematically detailed the proposal expected income and expenditure to be expended during and after the specified proposal period.

Monitoring and Evaluation: The formal should have a monitoring and Evaluation subheading, which will indicate the progress of the project so far and if some methods are not working as desired a more viable method could be adopted.

Reporting: A project proposal formal must accommodate the reporting heading to ascertain the final progress, which will give a proper feedback on the project i.e if the project is positively received or not.

Managers and Personnel Heading: The formal used should provide space to outline the people involved in the project work. Their various names and roles if it was a group work or just the proposer name and roles for the individual

SEARCH FOR YOUR PROJECT TOPIC

DEPARTMENT CATEGORY

ACCOUNTING 3679
ACCOUNTING EDUCATION 6
ADULT EDUCATION 6
ACTUARIAL SCIENCE 6
AGRICULTURAL EXTENSION 164
ARCHITECTURE 41
AGRICULTURAL SCIENCE 291
ANIMAL SCIENCE 49
AFRICAN LANGUAGES 6
BANKING AND FINANCE 1192
BUSINESS ADMINISTRATION 1116
BUSINESS MANAGEMENT 10
BUSINESS EDUCATION 16
BIBLICAL AND THEOLOGY 23
BIOCHEMISTRY 173
BIOLOGY 51
BREWING SCIENCE 5
BUILDING AND TECHNOLOGY 112
COMPUTER SCIENCE 1362
CHEMISTRY 36
COMMERCE 25
COMPUTER SCIENCE EDUCATION 18
CURRICULUM STUDIES 4
CIVIL ENGINEERING 83
CHEMICAL ENGINEERING 211
ECONOMICS 1207
EDUCATION 3667
ENGLISH 363
ELECTRICAL & ELECTRONICS 231
ENVIRONMENTAL SCIENCE 266
ESTATE MANAGEMENT 207
ENTREPRENEURSHIP 176
FOOD SCIENCE & TECH. 136
FINE & APPLIED ARTS 42
FISHERY & AQUACULTURE 62
FORESTRY & WILDLIFE 5
GUIDANCE AND COUNSELING 180
GEOGRAPHY 58
GEOLOGY 43
HUMAN RESOURCE MANAGEMENT 309
HEALTH & SEX EDUCATION 17
HOME ECONOMICS 50
HUMAN KINETICS 26
INFORMATION TECHNOLOGY 32
INDUSTRIAL CHEMISTRY 36
INSURANCE 146
INTERNATIONAL RELATIONS 111
ISLAMIC & ARABIC STUDIES 4
LAW 214
LIBRARY SCIENCE 202
MARKETING 937
MASS COMMUNICATION 1345
MATHEMATICS EDUCATION 8
MICRO BIOLOGY 160
MARINE AND TRANSPORT 4
MECHANICAL ENGINEERING 149
NURSING 82
OFFICE TECHNOLOGY 246
PUBLIC ADMINISTRATION 893
POLITICAL SCIENCE 511
PSYCHOLOGY 60
PHILOSOPHY 162
PHYSICS 33
PROJECT MANAGEMENT 10
PHARMACY 4
PURCHASING & SUPPLY 288
PRODUCTION & OPERATIONS MGT. 18
PETROLEUM ENGINEERING 50
QUANTITY & SURVEYING 74
RELIGIOUS & CULTURAL STUDIES 18
SOCIAL STUDIES 10
SCIENCE LABORATORY 251
SOIL SCIENCE 12
SOCIOLOGY 208
STATISTICS 114
THEATRE ARTS 4
TOURISM & HOSPITALITY 20
URBAN & REGIONAL PLANING 62
VOCATIONAL STUDIES 41
VETERINARY 2
ZOOLOGY 12
EDUCATIONAL TECHNOLOGY 5
APPLIED SCIENCE 14
CRIMINOLOGY 26
COMPUTER ENGINEERING 51
FRENCH 38
HISTORY 123
INDUSTRIAL RELATIONS & PERSONNEL MANAGEMENT 149
PHYSIOLOGY 26
MEDICINE 128
SECRETARIAL STUDIES 131
PUBLIC HEALTH 70