# A.1 GP Report and Proposal Style Guideline

***Paper***

Standard A4 size

Width: 8.27"

Height: 11.69"

Weight: 90 Grams

***Fonts, Type Styles***

Font Size = 11 (Normal Text)

Font = Times New Roman

Title= 26 bold (Times New Roman)

Sub-title=16 bold (Times New Roman)

Heading 1 (Font Size) = 16 (Bold), Font = Times New Roman, UPPERCASE

Heading 2 (Font Size) = 14(Bold), Font = Times New Roman

Heading 3 (Font Size) = 13 (Bold, Italics), Font = Times New Roman

***Margins***

Top = 1.5"

Bottom = 1.0"

Left = 2.0"

Right = 1.0"

***Spacing***

Line Spacing = 1.5

Paragraph Spacing = 6 pts

***Indentation***

Indent all quotations comprising 4 or more lines by 5 spaces from left.

***Page Numbers***

Except for the title page, number all pages which come before the first page of the body chapters consecutively with lower case roman numerals (i, ii, iii, iv…).

The first page with Arabic numeral (1, 2, 3, and so on) starts from the page of the introduction but it is mentioned on page 2 onwards. Mention page numbers on the bottom right of the page. The first page of each section or chapter will not carry the page number; however the page number will be counted for the proceeding page.

***Headers***

The header will comprise the title of the Project report. On every odd page will appear the title of the report while on the even pages the title of the chapter or section will be mentioned. The first page of every section or chapter shall not carry the header.

***Binding guidelines***

The final report binding should have a dark blue background with Project information written in silver color.

# A.2 GP Report Prefatory Pages

## A.2.1 Title Page

The title page should include the title of the report along with the name(s) of the department and university for which the report is written, month & year of submission and the project number. Each project will be assigned a Project number for future reference. Also included on the title page should be the name(s) of the author(s) of the report. Title Page is followed by a blank page. A sample title page is shown below.

*Project*



*CS/CE/IS Department*

*Project ID: UPM-CS/FC/SExxx-Semester-YYYY-xx*

*Month Year*

**Centered Title Times Font Size 26 Bold**

**Centered SubTitle Times Font Size 16 Bold**

**Centered Author(s) TimesFontSize18Bold**

Dept. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty of Computer Science and Information Technology

University of Prince Mugrin, Madinah KSA

## A.2.2 Contact Information

Below is a sample contact information page. It follows the blank page (after the title page) and contains information about the author(s), external supervisor (if any), internal supervisor and the examiner.

This project report is submitted to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at University of Prince Mugrin in partial fulfillment of the requirements for the course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Author(s):**

Firstname Lastname

Address: If applicable

E-mail: If applicable, a long-term e-mail (not your student e-mail)

**University supervisor(s):**

Firstname Lastname

Department name

**Co-supervisor(**if applicable**):**

Firstname Lastname

Company/Organization full name

Address:

Phone: International standard, e.g. use +

Dept. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internet: http://um.edu.sa

Faculty of Computer Science and Information Technology Phone: +966 xxxxxxxxx

University of Prince Mugrin Fax : +966 xxxxxxxxx Kingdom of Saudi Arabia

## A.2.3 Intellectual Property Right Declaration

Below is a sample for intellectual property right declaration page. It follows the contact information page.

**Intellectual Property Right Declaration**

This is to declare that the work under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having title “ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” carried out in partial fulfillment of the requirements of the course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is the sole property of the University of Prince Mugrin and the respective supervisor and is protected under the intellectual property right laws and conventions. It can only be considered/ used for purposes like extension for further enhancement, product development, adoption for commercial/organizational usage, etc., with the permission of the University and respective supervisor.

This above statement applies to all students and faculty members.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Author(s):** | |
| Name: Firstname Lastname | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name: Firstname Lastname | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name: Firstname Lastname | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Supervisor(s):**

Name: Firstname Lastname Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## A.2.4 Anti-Plagiarism Declaration

Below is a sample for Anti-plagiarism declaration, it follows the intellectual property right declaration page.

**Anti-Plagiarism Declaration**

This is to declare that the above publication produced under the supervision of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_having title “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” is the sole contribution of the author(s) and no part hereof has been reproduced illegally (cut and paste) which can be considered as Plagiarism. All referenced parts have been used to argue the idea and have been cited properly. I/We will be responsible and liable for any consequence if violation of this declaration is proven.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Author(s):**

Name: Firstname Lastname Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Firstname Lastname Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Firstname Lastname Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## A.2.5 Acknowledgement

Below is a sample for Acknowledgement page, it follows the Anti-Plagiarism Declaration page.

**ACKNOWLEDGMENTS**

This work is dedicated to my dear parents, the most loving in this world.

## A.2.6 Abstract

Below is a sample for Abstract page. It follows the Acknowledgement page.

**ABSTRACT**

[Abstract text]

**Keywords**: 3-4 keywords, maximum 2 of these from the title, which starts one line below the Abstract.

## A.2.7 Table of Contents

Below is a sample for Contents page. It follows the Abstract page.

**TABLE OF CONTENTS**

[Table of contents]

## A.2.8 GP Report Chapters

From here onwards this document should be organized into different chapters specific to each project. Rest of the section outlines chapters to be included and the recommended contents of each chapter.

### Chapter 1 – Introduction

**Chapter 1 INTRODUCTION**

1.1 Purpose of the Project

1.2 Purpose of this Document

1.3 Overview of this Document

1.4 Existing System

1.4.1 Existing system description

1.4.2 Problems in the existing system

### Chapter 2 – System Analysis

**Chapter 2 SYSTEM ANALYSIS**

2.1 Data Analysis

2.1.1 Data flow diagrams

2.1.2 System requirements

2.1.2.1 Clients, customer and users

2.1.2.2 Functional and data requirements

2.1.2.3 Non-functional requirements

2.1.2.3.1 Look and feel requirements

2.1.2.3.2 Usability requirements

2.1.2.3.3 Security requirements

2.1.2.3.4 Performance requirement

2.1.2.3.5 Portability requirements

2.1.3 Proposed Solutions

2.1.4 Alternative Solutions

### Chapter 3 – Design Considerations

**Chapter 3 DESIGN CONSIDERATIONS**

3.1 Design Constraints

3.1.1 Hardware and software environment

3.1.2 End user characteristics

3.2 Architectural Strategies

3.2.1 Algorithm to be used

3.2.2 Reuse of existing software components

3.2.3 Project management strategies

3.2.4 Development method

3.2.5 Future enhancements/plans

### Chapter 4 – System Design

**Chapter 4 SYSTEM DESIGN**

4.1 System Architecture and Program Flow

4.1.1 Major modules

4.1.2 Sub modules

4.2 Detailed System Design

4.2.1 Detailed component description

### Chapter 5 – Implementation and Validation

**Chapter 5 IMPLEMENTATION AND VALIDATION**

### Appendices

**Appendix A CODE**

**Appendix References**