**GUIDELINES FOR GROUP CASE STUDY**

1. Presentation

* Presentation slide numbers: about 20 slides
* Presentation time: 20 minutes, so each person will have 5 minutes for presenting his/her task
* Q&A session: 10 minutes. Other group’s members are encouraged to raise the questions. Reward marks are given to groups that participate in the discussions.

1. Written Report (to be submitted at the end of the semester)

B1. Report format

* Font: Times New Roman
* Font size: 12
* Line spacing: 1.5

B2. Report content

* Cover page (Name of the institution, Course Name, List of students, etc.)
* Table of contents
* List of Tables
* List of Figures
* List of abbreviations
* Main Report body

1. Project selection

- Theoretical background

- Solution

1. Development of the project management plans
   1. Project time schedule

- Theoretical background

- Solution

* 1. Project resource allocation plan

- Theoretical background

- Solutions

* 1. Proposed strategy to reduce the project time

- Theoretical background

- Solution

1. Conclusions and recommendations

* References
* Annex (if any)