**PROJECT FORMAT**

**TITLE PAGE**

**ROLE AND RESPONSIBILITY FORM**

**ABSTRACT**

**ACKNOWLEDGEMENT**

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**TABLE OF FIGURES**

**CHAPTER 1 INTRODUCTION**

* Objectives
* Purpose, Scope and Applicability

**CHAPTER 2 REQUIREMENTS AND ANALYSIS**

* Problem definition
* Feasibility analysis
* Hardware and Software requirements.

**CHAPTER 3 SYSTEM DESIGN**

* Algorithm
* Program flowchart

**CHAPTER 4 SYSTEM DEVELOPMENT**

**CHAPTER 5 SYSTEM TESTING**

**CHAPTER 6 SYSTEM IMPLEMENTATION**

**CHAPTER 7 CONCLUSION**

* Limitation of the system
* Future scope of the project

New areas of investigation prompted by developments in this project, and secondly, parts of the current work that were not completed due to time constraints and/or problems encountered.

**REFERENCES**

**Project Report guidelines**

Project report should contain all the details and text should be short and concise, lengthy reports may not be qualitative, and care should be taken to edit the material sensibly. The project report should normally be printed with single line spacing on A4 paper (one side only).

**Front size and margin**

1. Report is to be bound with a clear front cover.
2. Text is in 12-point Times New Roman Font.
3. Pages are of A4 size with 2 inch left margin, 1 inch right margin, 1 inch top margin and 1 inch bottom margin. Margin should also be observed on drawings.

**Heading**

1. Main headings or chapter headings

* Times Roman, 16 font size (1,2,3 etc) numerals.
* Capital and bold.
* Must begin a new page and be centered.
* Number of headings shall be followed by a period and two spaces.

1. Second headings

* Times Roman, 14 font size (1.1, 1.2, 1.3 etc).
* Must be centered and be typed in capital and lower case (sentence case).
* Letter designation of the heading shall be followed by a period and two spaces.

1. First sub headings

* Times new roman, 12 font size, Bold 1.1.1, 1.1.2 etc.
* Must be typed in separate lines beginning at the left margin line of the text.
* Must be in sentence case.
* Number designation of the heading should be followed by a period and two spaces.

**Figures and Tables**

1. Each figure has a number and a caption below the figure.
2. Each table has a number and a title above the table.

**Paragraphs**

1. Paragraph indentations must be uniformly eight letter spaces long.
2. Times new roman, 12 font size.
3. A new paragraph must not begin at the bottom of a page if there is not sufficient space for at least two lines.

**Pagination**

1. The preliminary section including the title page, roles and responsibility form, abstract, acknowledgement, table of contents should be numbered using Roman Numerals eg. i, ii, iii, iv. Title page counts as page i.
2. Page numbers are centered at the bottom of the page.

**References**

Journal paper

Last, F. M., & Last, F. M. (Year Published). Article title. *Journal Name*, *Volume*(Issue), pp. Pages

Book reference

Last, First M. *Book.* City: Publisher, Year Published. Print

Web reference

Last, F. M. (Year, Month Date Published). *Article title*. Retrieved from URL