Guidelines for Preparation of Project Proposal
IS 2900 – Project on IT Applications

Faculty of Information Technology
University of Moratuwa
2017

Guidelines for Preparation of Project Proposals

Your project proposal must define the scope of the project and state the proposed methodology for addressing the requirements of the project. It must be prepared based on the General Guidelines listed below.

1. General Guidelines

Submission: One copy of the Project Proposal that is prepared as per the following instructions must be submitted to the Department of Interdisciplinary Studies.

Length: 4 pages excluding the title page and table of contents.

Lettering: Times New Roman

Sections/sub sections: The proposal to be structured with the Sections listed under the body of the proposal given below. Arabic numbering system must be used for numbering of Sections/Sub sections.

Tables and Figures: All Tables and Figures must be named with captions, and cited inside the text. *See the sample for using tables and figures (Appendix A).*

References and citations: The list of References must be arranged in order of appearance in the text and numbered in square brackets. The corresponding number of a reference must be used to cite the particular work inside the text. All items in list of references must be cited inside the text and vice versa. Please refer the UOM Library for IEEE reference style, (http://www.lib.mrt.ac.lk/images/User%20Education_%20Guidelines_IEEE.pdf). It is important that all the submitted documents related to the project to comply with this standard.

Page numbering: All page numbers must be centered at the bottom of each page. Roman numbering must be used for the pages before the body of the text. No page numbering for the title page. Arabic numbering must be used for the page numbers of the body of the proposal.

Assembling the Project Proposal: Assemble the following for composing the project proposal. Details of these topics are given below.

- *Cover Page*
- *Title Page*
- *Table of Contents*

Body of the Report
- *Introduction*
- *Background & Motivation*
- *Problem in Brief - Scope*
- *Aim & Objectives*
- *Proposed Solution*
- *Resource Requirements*
- *References*
- *Appendix*

Cover page: You should adhere to the following formatting guidelines in each section of the cover page.

- Project Proposal (14pt, bold, centered)
- Level 2 (12pt, bold, centered)
- Title of the Project (14pt, bold, centered)
- Group name (12pt, centered)
- Faculty of Information Technology (12pt, centered)
- University of Moratuwa (12pt, centered)
- 2017 (12pt, centered)

Title Page:
Same as the Cover page. Include the following information along with the information given on cover page
- Index numbers and names of group members (in a centered table, no borders)
- Supervisor's Name
- Details of client (Name of company, address, name of contact person, contact number)

Table of Contents:
This is a list of sections and sub sections with the page numbers. Although a project proposal has only a few pages, a table of contents for the proposal must be included. See the sample for table of contents (Appendix B).

2. Body of the Proposal
The proposal must be structured with the headings listed below. Note that the names of the headings given below are only a guideline and you are to rename them to reflect your project. All headings must be numbered (12pt, bold), and body of the text must be in 12pt.

- Introduction
- Background
- Problem in Brief
- Aim & Objectives
- Proposed Solution
- Resource Requirements

Introduction

This must give a brief description about the problem area, the problem that you address, the importance of the problem, technology to solve the problem and the nature of the solution you propose.

Background

This is one of the most important sections of a project proposal, and this section finally points out the problem that you address in the project. If the problem is not worth addressing, then there is no project! Here you should describe the background of the problem domain you selected. Also write why the problem is so important to solve. Whenever possible, support the importance of the problem with some references. Also explain your capability to address the problem. At the end of this section, you may have pointed out several issues, but be specific about the problems to be solved.

Problem in Brief

You may rename the heading to reflect the problem that you address. For example, the heading can be: Major issue – Communication gap. Since the previous section pointed out several problems, here briefly write the specific problem that you are going to address.

Aim & Objectives

Aim: Write a sentence similar to 'The aim of this project is to develop a system for addressing <your problem> with the use of <selected technology>'.

Objectives: You have to be more specific, about each of the objectives you hope to achieve through the project.
It should start with "To …………..'
(In other words, define the objectives you have to achieve in order to attain the aim)

Proposed Solution

Here you may give a better heading to reflect your project. For example, heading can be 'Using Expert Systems for Student counseling', instead of the generic title.

Proposed Solution. This is also one of the major sections of the proposal. The acceptance of the proposal is largely determined by the quality of this section. In this section, you should describe the solution as detailed as possible. As such you should write about technology to be adapted, nature of solution (input, output, process, users), feasibility of implementation of the solution, your capability to solve the problem, and availability of resources. If relevant, add a figure to conceptualize your solution.

References

This is the list of references. Your writing must be supported by some sources of information. The items in the list of references are referred inside the body of the text, and they are called citations. **Note that all what you have listed under list of references must necessarily be cited inside the body of the text**. In the project proposal, references are generally cited in the sections of Introduction and Background.

Appendix - Plan of Action

It is better to include a plan of action as an appendix. This may be cited in the section on Proposed Solutions. This is a list of activities together with intended dates for their completion. In order to decide on the time scale, you must refer to the project duration prescribed by the Faculty. The list of activities must be defined as per the Objectives of the project.

3. Submission of Documents

Plagiarism is a serious offence and therefore needs to be avoided in all the documents you submit. In order to make sure the submissions are free from plagiarized contents, it is made mandatory to submit the documents through turnitin© (http://turnitin.com/). Please make yourself familiar with turnitin© throug h UOM Library.

Get yourself familiarized with plagiarism here
(http://www.scanmyessay.com/plagiarism/)

Submission deadlines for each document will be displayed in faculty LMS (Moodle) under IS 2900 – Project on IT Applications.

Whenever there is a figure/table, you must cite it as follows.

………………………The top level architecture of the proposed system comprises of their modules, namely, Web client, Inference Engine, and Expert Systems KB server. Figure 3 shows the interaction among these modules.
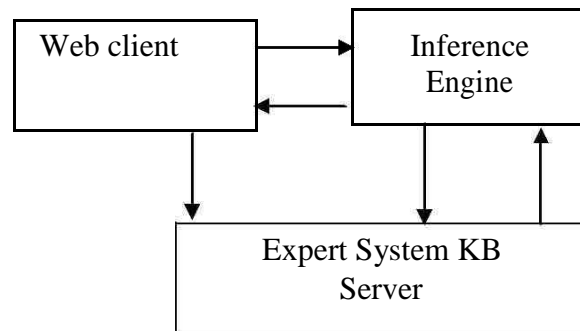

Figure 3: Top Level Architecture of the Proposed System

Table 1: Web Client

Client Name	IP

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