Final Year Project Proposal

Technical Report Writing

General Structure Format

- Title page

- Abstract (optional)

- Introduction
  - Need
  - Problem Statement

- Literature Review (background)

- Methodology (methods and sources)
  - Block diagram/Flow chart (recommended)

- GANTT Chart (sequence of activities)

- Conclusion (optional)

- References & Bibliography

- Appendices (optional)

Title Page

The title page is similar to reports.

- The title page should include the title, the university logo, the name of the supervisor, the name of the person(s) submitting the proposal, the department/organization name and the date.

TITLE OF PROJECT

SUPERVISOR

NAME

SUBMITTED BY

NAME
REG. NO.

DATE/SESSION

DEPARTMENT
UNIVERSITY

Abstract

- Even brief proposals should have an abstract.

- Seeking to gain a quick review, some evaluators will initially read only this summary.

- Hence the abstract should be a concise version of the detailed proposal.

- It should provide a brief background, telling your reader the need for taking up this project, and summarize the objectives, how they will be met, what procedures will be adopted, and also the outcome of your project.

- The length of the abstract is usually between 100 and 150 words depending on the complexity of the proposal.

- It should create a positive impact, so as to induce the reader to read more of the proposal.

Introduction

This first section must introduce the project with an emphasis on its key components, providing a clear statement of the topic or problem under investigation.

- **Problem and Need**: The problem statement clearly specifies what it intends to investigate. It should elaborate the existing facilities/procedure and the short comings arising out of the same. It should explain why the problem exists and what benefits will come from the proposed research.

- **Problem Statement:** The objective or purpose of the proposal should be stated clearly, for example:

  - RFID based file tracking system

  - Fast fault detection using GSM

Literature Review

Often part of the Introduction, but can be a separate section.

- **Background:** This includes information such as the following:
  - Previous work completed on identical or related projects
  - Literature reviews on the subject, particularly the proposer's evaluation of them
  - Statements showing how the proposal will build on the already completed projects and research

Methodology

You can divide the Methodology section further into various small headings such as materials, sources, equipment, facilities etc. In general, this section presents the various solutions available for the problem and the one you have chosen, justifying the reasons for selecting the same.

- **Methods and Sources:** Here you are required to present the methodology you would adopt to carry out the project. You need to tell the reader the methods and sources which you will be using to collect the required statistical data for your project.

- **Equipment, Facilities:** You may explain the existing equipment, facilities, etc. at your end and also the additional facilities which you may need to carry out the project.

Sequence of Activities (GANTT Chart)

- This section pertains to managing the job in question.

- By means of a Gantt chart or milestone chart, you can present a clear picture of the phases of activities of the project and how long each phase will take.

- The intention here is not only to guide the reader but also to enable you to proceed systematically with your project.

- The charts will also show that you have adequately planned and prepared for the various activities.

GANTT Chart

- A **Gantt chart** is a type of bar **chart** that illustrates a project schedule. This **chart** lists the tasks to be performed on the vertical axis, and time intervals on the horizontal axis. The width of the horizontal bars in the graph shows the duration of each activity.

Task/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Finding supervisor	■	■												
Find project tittle		■	■											
Research and planning		■	■	■	■	■								
Proposal writing			■	■	■	■								
Confirm project tittle				■										
Research and analysis about project					■	■	■	■	■	■				
Confirm hardware to be use									■	■				
Project Presentation											■			
Final Report Submission												■	■	■

Conclusion

- This last section of the body of the proposal provides a final opportunity to you to re-emphasize and persuade the recipient that you have all the resources in terms of material, expertise, and enthusiasm to accomplish the project.

- No new ideas should be added here and this section should be very brief, maybe one paragraph.

References / Bibliography

- **References** give the list of sources which are used or quoted in the proposal.
  - cite all ideas, concepts, text, data that are not your own.
  - all references cited in the text must be listed.

- **Bibliography** are sources used for developing an understanding but are not quoted in the proposal.

Appendices

- **Appendices**, as in business proposals, are optional in FYP proposals also.

- Appendices must be limited to supporting material genuinely subsidiary to the main argument of the work.

- They must only include material that is referred to in the document.

- When in doubt it is better to leave out appendices.

THE END