

KhwajaFareed University of Engineering & Information Technology, Rahim Yar Khan



Department of Information Technology

Bachelor of Science in Information Technology

COSC-4301 Final Year Project Proposal Writing Guidelines

Academic Year 2021-2022

Project Proposal Writing Guidelines

Important note about writing a proposal: Proposals are informative and persuasive writing because they attempt to educate the reader and to convince the reader the importance of the project to be conducted. The goal of the writer is to make the reader believe that the provided solution is practical and appropriate. In persuasive proposal writing, the case is built by demonstration of logic and reason in the approach taken in the solution. The effectiveness of your proposal will depend on your ability to explain the nature, context and scope of your project.

All proposals should have all of the following sections, it is recommended that you must follow the listed order, it ensures logical flow to your writing. It is also recommended that all proposals use headers for each section. When writing your proposal, take care to explain your rationale and justify your choice by applying in text citation and any major alternatives you are discarding.

Your proposal should consist of the following:

- Abstract
- Background and introduction of sponsor/client and problem statement(s)
- Literature review
- Project rationale
- Aims and objectives
- Scope of the project
- Proposed methodology
- Proposed solution and anticipated results
- Schedule of activities and Gantt chart
- References

Take care to explain and justify your choices and to use references where appropriate to demonstrate that you are taking a scientific approach. Keep in mind that your justifications are as important as what you propose and that you will be judged on your demonstrated understanding of the issues and ability to design an appropriate project.

Template for the Project Proposal

<Title of Project>

Final Year Project Proposal

Sr #	Student Name	Reg. No.
01	<Student Name 1>	<Student 1 Reg. No.>
02	<Student Name 2>	<Student 2 Reg. No.>

1. Abstract

<Provide a brief summary of the project and the main points>

2. Background and introduction of sponsor/client and problem statement(s)

<Introduce the project and explain the context. What is background to the project? What are the problems experienced by the client, what does the client want to achieve? You need to demonstrate your understanding of the practical problem of the sponsor/client on your hand and your ability to select a topic that matches with the sponsor/client and the problem they are facing and for which it is possible to do a meaningful project that has the potential to yield results. It should state the key decisions that you will have to make and/or the main technical or other problems that you expect to have to solve.>

3. Literature Review

<Provide literature survey of the related topic in research. Latest research papers must be studied relevant to the selected topic and their short overview must be provided in this section >

4. Project Rationale

<Describe the purpose motivation or relevance of the project. Describes why the problem is important. You must convey why you want to take this project and what you hoped to learn from your research.>

5. Aims and Objectives

<The goal of the project and main focused objectives of the project are discussed in this section>

6. Scope of the Project

<Scope defines what needs to be achieved and the work that must be done to deliver a project. It includes specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs.>

7. Proposed Methodology

<This section provides insight on what methodology you will employ in the development of the envisioned system. It is the systematic, theoretical analysis of the methods applied to your of study. It can comprise of step by step procedures, flowcharts, block diagrams or algorithms of the proposed system.>

8. Proposed solution and anticipated results

<This section describes what your envisioned system is supposed to achieve. You can give your system's functional requirements in this section.>

9. Schedule of activities and Gantt chart

<Provide schedule as per following format>

Activity	Tentative Date
<Activity 01>	
<Activity 02>	
<Activity 03>	
<Activity 04>	
<Activity n>	

<Also provide Gantt chart to clearly illustrate the project schedule>

10.References

<You must use references (APA style) when appropriate to justify your study>