# Guidelines for Preparing Project Proposal

12/27/2017
Version 1.0

**Introduction and Scope**

Project proposal is an informal "Contract" to establish an agreement about the content and limits of the final output for a particular problem. Project proposal must justify the importance of the problem, your ability to solve the problem and the soundness of the solution.

**General Guidelines**

Following guidelines must be followed to prepare your project proposal.

- **Submission:** One copy of the Project Proposal that is prepared as per the following instructions must be submitted to your supervisor on or before the deadline.

- **Paper:** The Project Proposal should be printed on good quality A4 size paper

- **Lettering:** Times New Roman.

- **Printing:** A laser quality printing, single sided.

- **Spacing:** Single line spacing

- **Margins:** Left, 1-1/4 inches; top, bottom, and right, 1 inch.

- **Spine:** Paste a black colour tape.

- **Numbering of Sections:** The Arabic numbering system must be used for numbering the sections of the project proposal.

- **Tables and Figures:** All Tables and Figures must be named with captions, and cited inside the text as shown below;

  ………………………The top level architecture of the proposed system comprises of three modules namely, Web client, Inference Engine, and Expert Systems KB sever. Figure 3 shows the interaction among these modules.
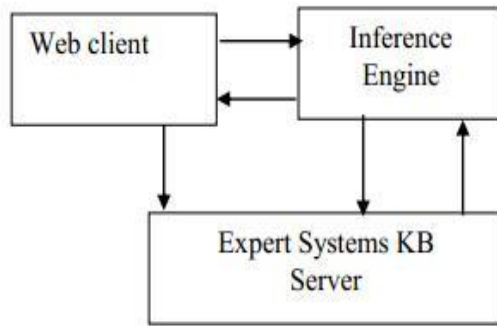
Figure 3: Top Level Architecture of the Proposed System.

Table 1: Classical example in fuzzy sets

| Name | Height, cm | Degree of Membership | |
|---|---|---|---|
| | | *Crisp* | *Fuzzy* |
| Chris | 208 | 1 | 1.00 |
| Mark | 205 | 1 | 1.00 |
| John | 198 | 1 | 0.98 |
| Tom | 181 | 1 | 0.82 |
| David | 179 | 0 | 0.78 |
| Mike | 172 | 0 | 0.24 |
| Bob | 167 | 0 | 0.15 |
| Steven | 158 | 0 | 0.06 |
| Bill | 155 | 0 | 0.01 |
| Peter | 152 | 0 | 0.00 |

- **Reference and citations:** Follow IEEE reference style. See the following link for details and examples for IEEE reference style:

  https://www.ieee.org/documents/style_manual.pdf

  All web references should give the complete URL and the date of access, in addition to the standard reference details.

- **Page numbering:** All page numbers must be centered at the bottom of each page and Arabic numbers must be used for page numbering. The Cover page should not be numbered.

- **Cover page:** See Appendix A.

**Assembling the Project Proposal**

The proposal must be structured using the headings listed in this section. Note that the names of the headings given in this section are too generic and you may add subsections under these main sections appropriately to improve the contrast of the project proposal. All headings must be numbered using Arabic numbers (12 font, bold), and the body of the text of each section must be 12 in font size.

*Introduction*
This section describes the social, economic, political and cultural background from which the project is initiated. It should contain relevant data from research carried out in the project planning phase or collected from other sources.

*Background and Motivation*
This section is also used to convince the reviewer that you are aware of the important background literature for the problem. Further, this section is used to demonstrate that you know the background of your topic.

Good questions to answer in this section are:
- What kinds of research have been done before
- What relevant kinds of studies or techniques need to be mastered to do your project?
- Where is the state of the art today?
- How have others gone about trying to solve problems you want to tackle, and in what ways will your approach build on and vary from previous work?

*Problem*
The problem statement provides a description of the specific problem(s) the project is trying to solve, in order to "make a case" for the project. Furthermore, the project proposal should point out why a certain issue is a problem for the community or society as a whole, i.e. what negative implications affect the target group. There should also be an explanation of the needs of the target group that appear as a direct consequence of the described problem.

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.

*Aim and Objectives*

**Project Aim:**
The project aim can formulate by providing answers for questions such as; what your project is about? and why the project is worth doing? This information should be obtained from project goal, purpose and output. The project goal is a general aim that should explain what the core problem is and why the project is important, i.e. what the long-term benefits to the target group is? The project purpose is addresses the core problem in terms of the benefits to be received by the project beneficiaries or target group as a direct result of the project. The results describe the services or products to be delivered to the intended beneficiaries are considered as outputs of the

project.

In order to start the aim of the project, 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>'.

**Project Objectives:**
State the most general implementable objectives of the project using actionable verbs.

*Methodology*
In this section, you should describe the solution as detailed as possible. As such you should write about technology adopted, nature of solution (input, output, process, and users), feasibility of implementation of the solution, your capability to solve the problem, and availability of resources.

*Project Time Plan*
Include the Gantt chart to specify your logical time plan. 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 tentative project time plan. The list of activities must be defined as per the objectives of the project.

*Resource requirements and budget*
This is only a list of resources such as Computer with 512MB RAM and 2GHz or more processing power, Linux OS, Internet connectivity, Oracle Database, etc. If you can find some resources on your own, it is a plus point, and you should clearly indicate it in this section.

*Reference*
Follow IEEE reference style.

*Signature of the team members:*

| Registration Number | Index Number | Name | Signature |
|---|---|---|---|
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Date: ……………………………….

Recommendation of the supervisor(s)

Name: ………………………………………………………..

Department/ Organization: …………………………………….

Signature: ………………………………………………………

*Appendix*

Adding appendices is optional. You can add appendices for your project proposal to improve the contrast of the sections (if required).

## Appendix A – Cover Page Format

## Project Proposal (14 font, bold, centered)

## Adaptive Segmentation Method for Extraction Human Motion from CCTV Footage (14 font, bold, centered)

Group Name (12 font, centered)

| Name | Registration Number | Index Number |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Supervised By:
Dr./Mr/Miss/Mrs. <Name(s) of the Supervisor (s)> (12 font, centered)

**Faculty of Applied Sciences (12 font, centered, bold)**

**Rajarata University of Sri Lanka (12 font, centered, bold)**

**2014/2015 Batch(12 font, centered, bold)**