



## Department of Computing & Informatics

### Assessment Component Briefing Document

**Title: CMP3638 Project Preparation  
Component One Project Proposal**

**Indicative Weighting: 100%**

#### **Learning Outcomes:**

On successful completion of this component a student will have demonstrated competence in the following areas:

- [LO1] articulate the aims and objectives of a project;
- [LO2] critically appraise potential techniques and tools to aid in the development of a non-trivial artefact;
- [LO3] identify appropriate timescales and deliverables for the development of a non-trivial artefact.

#### **Requirements**

The first submission is a duly completed project proposal at the end of the Project Preparation module. This proposal should detail the proposed topic of investigation. The proposal should also outline the client requirements and include a section providing an indication of how these requirements are to be met.

The content and length of the project proposal document is negotiable, but as a minimum the headings below would normally be appropriate. Indicative (but not absolute) word counts are included for your information. The following are indicative headings that should be covered in your project proposal submission:

1. Title
2. Aims and Objectives (100 words)
3. Rationale for the project (which might include an indication of why the project is necessary, what current research is available to underpin the project, and some indication of what methods might be adopted to conduct the project). (1,250 words)
4. Risk Assessment and Contingency Plans (500 words)
5. Indications of milestones and time frames, which underpin the project (likely to be in the form of a Gantt chart).

#### **Useful Information**

This assessment is an individually assessed component. Your work must be presented according to

the Department of Computing and Informatics guidelines for the presentation of assessed written work.

Please make sure you have a clear understanding of the grading principles for this component as detailed in the accompanying Criterion Reference Grid.

If you are unsure about any aspect of this assessment component, please seek the advice of your project supervisor.

### **Submission Instructions**

The deadline for submission of this work is included in the Departmental Submission dates on Blackboard.

An electronic submission is required. Where parts of the submission cannot be easily exported in pdf form, e.g. output from Microsoft project, these may be made as a paper-based submission.

*DO NOT include this briefing document with your submission.*