



## Master Information Technology

### Guidelines: Preparing the Project Proposal

#### Check List:

- **Project Topic and Title:**  
Clearly defined topic, short title.
- **Participants:**  
Members of the project team, team leader.
- **Abstract:**  
The abstract should give a short summary of the proposed project.  
Should include: problem description, methodologies used, expected results.
- **Statement of the Problem:**  
Questions that will be answered, expected contributions to the research area.
- **Objectives:**  
Explicit description of the expected results and goals, considering the limited time frame.
- **Motivation:**  
What makes this project interesting and especially attractive?
- **Introduction and Background:**  
Short introduction to the project area, including a background discussion.
- **Related Work:**  
Discussion of related research results, influence on the current project.
- **Project Plan, Technical Details and Schedule (Timeline):**  
Detailed description of the research/development plan. Must include clearly defined and scheduled subtasks, needed resources, and milestones (weeks, days), e.g. using a GANTT chart. Ways to periodically monitor the progress of the project.
- **Deliverables:**  
Definition of the project objectives, the products and/or services that will be developed.  
The deliverables must be verifiable.
- **Resources Required:**  
Includes needed hardware and software, development systems, test equipment, estimated costs and availability, suppliers.
- **Evaluation:**  
How will the result be evaluated?
- **References:**  
Complete list of references to the material used to prepare the proposal.
- **Format of the Proposal:**  
Page size of A4, white paper, A font size of 11 to 12 (Time New Roman or Arial) with 1 to 1.5 line spacing. Margins of 2.4 cm. Pages should be stapled, not bound.

#### Academic Integrity and Plagiarism:

All proposals, reports and further documents must be accompanied by a declaration of acknowledgement, indicating that the submitted work is the author's own product which is appropriately referenced.