INFORMATION AND COMMUNICATIONS UNIVERSITY

SCHOOL OF ENGINEERING

DEPARTMENT OF DESIGN AND TECHNOLOGY

Guide and Structure for the Proposal Document

A well-structured **Design and Technology Proposal** provides a clear plan for your research or project before execution. It helps define the **problem, objectives, methodology, and expected outcomes** while ensuring feasibility and academic rigor.

Guide for Writing the Proposal Document

General Writing Tips:

✓ **Clarity & Conciseness** – Keep sentences clear and avoid unnecessary complexity.
✓ **Logical Flow** – Follow a structured format for smooth transitions.
✓ **Formal Language** – Maintain an academic and technical tone.
✓ **Use Visuals** – Diagrams, tables, and charts enhance understanding.
✓ **Cite Sources** – Use the **Harvard Referencing System** to credit sources properly.

Structure of the Proposal Document

1. Title Page

- Project Title (Concise and Informative)
- Student Name & Registration Number
- Institution & Department (School of Engineering, Design & Technology)
- Date of Submission

2. Abstract (Summary of the Proposal)

- Briefly describe the project in **150-250 words**.
- Include the **problem, objectives, methodology, and expected outcomes**.

3. Table of Contents

- A structured list of sections and page numbers.

4. Introduction

- **Background** – Explain the general topic area.
- **Problem Statement** – Clearly define the problem your project addresses.
- **Justification** – Why is this problem worth solving?
- **Significance** – Who benefits from the research?
- **Scope & Limitations** – Define the project boundaries and challenges.

5. Objectives of the Study

- **Main Objective** – The overall goal of the project.
- **Specific Objectives** – Detailed steps to achieve the main objective.

6. Literature Review

- Summary of past research related to the project.
- Identify gaps and explain how your project fills them.
- Use references from **journals, books, or credible sources**.

7. Research Methodology

- **Design Concept** – Description of the proposed design or project approach.
- **Material Selection** – Justification for the materials and components used.
- **Technical Approach** – Engineering/design principles applied.
- **Testing and Evaluation Methods** – How you will validate the results.

8. Expected Results and Discussion

- Anticipated project outcomes.
- How results will be analyzed and interpreted.

9. Project Timeline

- A **Gantt Chart** showing the project's phases and estimated completion time.

10. Budget and Resources

- Estimated cost of materials, tools, and software.
- Source of funding (if applicable).

11. Conclusion

- Summary of key points.
- Final statement on the project's feasibility and impact.

12. References

- List of cited sources using the **Harvard Referencing System**.

13. Appendices (If Necessary)

- Additional supporting materials (e.g., diagrams, code, extra data).

Final Notes:

- ✓ Ensure your proposal is **well-formatted** and **proofread** for errors.
- ✓ Maintain **consistency** in headings, subheadings, fonts, and citations.
- ✓ Submit both a **printed and soft copy**, if required by your institution.