

**Office Record**

Date Received :

Received by whom :

**Receipt**

Student name :

Student number :

Received by :

Date :

**DRAFT PROJECT PROPOSAL****Student Name:****Student No:****Email Address:****Programme Name:****Title of Project:**

Please record which modules your topic is related to:

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**1. Introduction**

*Assume the reader has very little knowledge of the subject. Introduce the topic, the sector of business/industry concerned and how the project relates to it. Define the context of the problem and identify the research required to solve it.*

**2. Problem Statement**

*Identify past and current work in the subject area. Outline the key references to other people's work, indicate for the most pertinent of these how your proposal relates to the ideas they contain.*

**3. Project Aims and Objectives**

*Identify the AIM(s) of the project, i.e. what the overall achievement is intended to be, in terms of both academic and commercial/industrial advances. Identify the particular intellectual difficulties posed by the proposal, the problems to be addressed, and explain how these might be solved. Clearly list individual measurable OBJECTIVES which can be related to the workplan and deliverables.*

*Aims and objectives are subject to approval from supervisor and students are expected to revise them if deemed inappropriate for a Level 3 project.*

**4. Deliverables**

*Provide a clear list of the outputs from the project.*