

# [Title of your Project Plan here]

By [Your name], [Your study Number]

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## Executive Summary

In this section try and state, in under 300 words, the major aspects of your project plan. It should include what the project is about, what the main content of the plan will be what the main objectives of your research are, the methods you will use to achieve those objectives and what your possible findings could be. End with a strong sentence that highlights the significance of the work to be undertaken and any long-standing contribution to the body of knowledge. Remember that this is a proposal of work to be done and so you might also say something about the motivation and feasibility.

## 1 Introduction

Introduce the general area of interest of the project, setting out any advancements and challenges of interest. What is the relevance and context of the work at an academic and applied/industry level? Then introduce more fully the specific investigation addressed in the project proposal and perhaps even set out the main goal of the work (Note: different to the research question!). Say very briefly what is then to come in the layout of the proposal. Note: the introduction should include general references to back up the points made.

## 2 State-of-the-art/Literature Review

This is a detailed part of the proposal that summarizes the rigorous literature review on what work has been already carried out by other academics in this area while also benchmarking industry best practice. The researcher is trying to establish: 1) what research areas are relevant, and 2) what the current understanding is along with any opposing views. End with some sort of synthesis of the presented State-of-the-art to link explicitly to the work in the proposal, especially with regards to the following Section. This ideally should include a statement of what the author sees their work adding to the body of knowledge.

## 3 Research Question, Aim/Objectives and Sub-goals

This section consists out of two main parts: the research questions and the research objective.

### 3.1 Research Question(s)

What is the main research question to be solved in reaching the project goal? There can be more than one but be focused. Split the research question into sub-questions, with each sub-question having further questions. The lower level questions will, together, provide the answer to the higher-level questions. These research questions should be very precise and like a requirement, be unambiguous, unique, measurable, and answerable in a meaningful way.

### 3.2 Research Objective

The objective is basically the project goal, again clearly stated in terms of what the researcher wants to achieve, and by which means you will achieve this. Ideally formulated in the form of:

The main research objective of this thesis is:

*“To achieve (a) by means of(b)”.*

*[Verschuren en Doorewaard, 2013]*

This is then followed by tangible sub-goals that will be necessary to make this happen. These sub goals can then be developed into task blocks in the project plan/Gantt chart which you are required to include in the plan later on.

### 3.3 Some tips:

Do try and avoid using bullet lists. Objectives are not synonym for a to do list. Make the novelty and innovation of your work clear! Again, remember that this is a proposal of work to be done and so you might also say something about the motivation and feasibility. You do not need to include a research framework as part of the deliverable although you may want to create one to assist you in creating your research objective and research questions.

## 4 Theoretical Content/Methodology

What is the theoretical basis of the work to be undertaken? Refer to literature in which theory, framework or methods are explained here. Are there hypotheses to be tested? If so list them. Are a couple of theoretical approaches going to be used together in a hybrid approach? What are the steps to be undertaken in the project – linking to the objective and research questions established in Section 3 without it resulting in a bullet list.

## 5 Experimental Set-up

What is your laboratory set-up or in the field set-up? Present it such that readers can better informed and critical of any limitations of your research environment and your set-up. For example, how will the collaboration with industry work? Or are there any practical implications of your Methodology from Section 3? Keep in mind that Experiments are more than just questionnaires, interviews or physical tests in a laboratory. Creating or modifying a computer programme or a computer model is also considered an experiment, so their set up, documentation and limitations should be discussed here.

Do not forget to include technical details such as machines to be used, programming language or modelling software and why you selected those to reach your objective as stated in section 3.

## 6 Results, Outcome and Relevance

What data etc. will you be working with, which variables and parameters, and what type of results do you want to investigate? Then go on to try and project the sort of outcome you are interested in and of course ultimately what the relevance of that is both for your project but try and say something about possible larger impacts of your work. Mention how you expect to validate and verify your results. This is a key part of your thesis, so it is important to consider this early in your research.

## 7 Project Planning and Gantt Chart

Look at the logistics of carrying out the work, develop the intended work into work packages (from the tasks mentioned in Section 3) and then incorporate all that into a schedule of work through a Gantt chart (or Integrated Master Plan/Integrated Master Schedule). You

must, at a reasonably high level, try to estimate time required and any resource constraints etc. and then fit that into a schedule. A Work Breakdown Structure and Work Flow Diagram can be very helpful (ref: DSE). You will put in three key review points: 1) the Kick-off Review/preliminary meeting; 2) the Mid-term Review; and 3) the Green Light Review. Remember holidays etc., preparing deliverables etc. and that some tasks will be concurrent and running in parallel.

Be mindful that your planning is realistic and contains iterations and interlinking of activities to show how activities may depend on each other. Also motivate your planning, do not just put in a Gantt Chart. Use proper software to generate a Gantt chart. Finally, the Gantt chart should visibly show any key review points, milestones (points of specific achievement relative to the end goal) and deliverables (tangible outputs such as reports, presentations, papers, manuals, tools, workshops,).

## 8 Conclusions

The conclusions regarding what you are proposing should be written in a precise, unique, clear and accurate manner. Always check if they are well supported by the work you presented in the project proposal and check them against the main literature so that you can make a statement about the longer-term impact of your work on the body of knowledge. Lift the most important conclusions into the Executive Summary and check that both are consistent, also with the Introduction. This is done because the Executive Summary, Introduction and Conclusion form the key points of entry and exit into the work and make a big impact on accessibility and getting across the relevance!

## References

List all references consistently, using one of the preferred approaches, for example the Harvard referencing system. A useful link on how to quote and reference properly can be found in the Guide to Harvard referencing from the Anglia Ruskin University Library in the UK: <http://libweb.anglia.ac.uk/referencing/harvard.htm>. If you use numbered references do not use them as a noun and always mention the author's name. So not: *[1] says she is always right*, but *Saunders-Smiths [1] says she is always right*. Also avoid giving a lot of references in one go as in: *Chocolate is a vegetable [1- 15]*. Explain the view of each paper and group them per view. Now it looks like you never read all the papers and are just trying to show off.

The key thing is that the referred to author is given credit through their earlier work, that this is dated to show the chronological order of developments, and that the reader has enough information to go and find that specific reference. Relative to the latter point: where was the conference or if a journal review what was the volume or edition number and certainly page numbers. Always paraphrase or if you quote literally please use italics and quotation marks followed by the name of the author and either the year or the reference number depending on your chosen reference style to avoid even the notion of plagiarism.

The strongest references are ones that have been reviewed prior to publication (journals for example) and the weakest are web sites and popular publications. Only reputable websites (from a society or major industry player) should be included and the date of access should be noted. Preferably stay away from web references as they are so uncontrolled as sources of information especially from web fora and commercial parties.

Note: web references, lecture notes, technical reports, standard textbooks etc. do not count towards the number of quality references used as they are not scientifically peer reviewed. The number of quality references should always greatly outnumber the number of general references. It looks unprofessional to refer to the textbook and templates of this course.

Finally, when using a reference management system such as OneNote, Mendeley or BibTex, do check each entry for completeness and correctness. When filling your management system automatically, mistakes and omissions often occur.

## References

Piet Verschuren and Hans Doorewaard, *Designing a Research Project*, Elevation International Publishing, Amsterdam, 2<sup>nd</sup> edition, 2013

## Appendix A: Gantt Chart

Feel free to put the Gantt Chart in an Appendix. The references and the Gantt chart do not count towards the 10-page limit of the plan.