

Basic Structure of a Project Report for EIPRJ4A

The purpose of this document is to provide students with a general overview of the structure of a project report as written for EIPRJ4A.

Students are expected to follow these guidelines as a minimum requirement for the document, they may however add more information relevant to the project if deemed necessary.

It is important to be consistent when writing this document, pay careful attention to how your document is presented to the reader.

Cover Page:

Project Title: Ensure that the title gives a clear indication of what the project is about, and where the project will be taking place (Plant/Division)

Company

Mentor

Date range project is taking place

Prepared by:

Student name

Student number

The following headings must each start on a new page:

<u>Heading:</u>	<u>Page Number:</u>
1. Declaration	ii
2. Acknowledgements	iii
3. Abstract	iv
An abstract summarizes, usually in one paragraph of 300 words or less, the major aspects of the entire paper in a prescribed sequence that includes:	
<ul style="list-style-type: none">• The overall purpose of the study and the research problem(s) you investigated.• The basic design of the study.• Major findings or trends found as a result of your analysis.• A brief summary of your interpretations and conclusions.	
4. Table of contents with page references	v
5. List of tables	vi
Table 4.4: Example Table 4.4	19
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7. List of acronyms and abbreviations (Alphabetized) (Example below)	viii
BRICS	Brazil, Russia, India, China, South Africa
FDI	Foreign Direct Investment
GC	Government Consumption
GDP	Gross Domestic Product

The Structure of the Chapters:

IMPORTANT NOTE: Do not use I/We when writing this part of the document.

CHAPTER 1: INTRODUCTION

1.1 INTRODUCTION:

- Start by giving a bit of background on the company, don't go overboard but remember that the reader knows nothing of where you are or what the company does. So in broad strokes tell us this is the company, and this is its main business, and where is the section you are at located.

Then give a brief background of what your project will be about, don't go into great detail, remember this is just an introduction.

Limit this section to no more than three paragraphs, approximately 300-350 words.

- Scope: The topic covered in the research paper
- Context: Background of your topic
- Importance: Why your research matters in that particular area of research and the industry problem that can be targeted

1.2 PROBLEM STATEMENT:

Define the specific problem: Narrow down the general area of interest to ONE specific problem or issue. Explain the significance of the problem: Provide context for the problem by explaining why it is important to study.

1.3 DELIMITATIONS:

In the problem statement the project leader states exactly what will be done. It is also important that they specify what they do not intend to do.

1.4 ASSUMPTIONS:

The factors that will be taken for granted and will not be incorporated into the solution must be clearly stated.

1.5 RESEARCH OBJECTIVES:

Based on your problem statement, develop specific research objectives that outline what you intend to achieve through your research. These objectives should be specific, measurable, achievable, relevant, and time-bound (SMART)

1.6 IMPORTANCE/BENEFITS OF THE STUDY:

The significance of a study is its importance. It refers to the contribution(s) to and impact of the study on a research field. The significance also signals who benefits from the research findings and how.

1.7 PROPOSED TIMELINE OF THE PROJECT:

Give an approximate proposed timeline of the project.

1.8 CHAPTER OUTLINE: (Example below)

The first chapter of the research assignment sets the context and background to the study and includes the problem statement and the objectives of the research. The second chapter provides a theoretical framework for the research in the form of a comprehensive empirical literature review. Chapter 3 presents the research methodology and data used, while Chapter 4 contains the summary, conclusion and recommendations of the research assignment.

1.9 SUMMARY

Summarise the chapter, giving a bit more detail than in the section above.

CHAPTER 2: LITERATURE REVIEW

In this chapter you must do research about your problem, and how to fix said problem, by referring to previously published documentation from reputable sources (This can be people, written material, experimental data, designs, and drawings, existing conditions, the Internet, etc.)

You must have a MINIMUM of five (5) different and relevant references in your literature study.

YOU ARE NOT SOLVING THE PROBLEM HERE, YOU ARE JUST LOOKING FOR INFORMATION ON HOW TO SOLVE THE PROBLEM.

Consider chapter 2 as a “How to” guide.

In other words, your literature study should help you solve your problem statement. Here you are supposed to add references directly in the text of your chapter every time you are citing outside sources (make sure you reference correctly in the text and the bibliography as per the reference guide).

2.1 INTRODUCTION:

- An introductory paragraph that explains what your working topic and thesis is.
- A forecast of key topics or texts that will appear in the review.
- Potentially, a description of how you found sources and how you analyzed them for inclusion and discussion in the review (more often found in published, standalone literature reviews than in lit review sections in an article or research paper)
- Explain the tools, techniques, and procedures employed during the study to gather and analyze data. This section allows readers to determine the reliability and validity of the study.

2.2 LITERATURE REVIEW:

- Summarize and synthesize: Give an overview of the main points of each source and combine them into a coherent whole
- Analyze and interpret: Don't just paraphrase other researchers – add your own interpretations where possible, discussing the significance of findings in relation to the literature as a whole
- Critically Evaluate: Mention the strengths and weaknesses of your sources
- Write in well-structured paragraphs: Use transition words and topic sentence to draw connections, comparisons, and contrasts.

2.3 SUMMARY:

- Summarize the key findings you have taken from the literature and emphasize their significance.
- Connect it back to your problem statement.

CHAPTER 3: METHODOLOGY

In this chapter you solve your problem by applying what you have learned when doing the literature review. Explain to the reader which steps you followed, and why. Supply pictures, charts, etc.

Stay within the limits of your problem statement and objectives.

3.1 INTRODUCTION:

3.2

3.3

3.4 SUMMARY:

CHAPTER 4: FINDINGS

4.1 INTRODUCTION:

4.2 SUMMARY OF MAIN FINDINGS:

Give a summary of what had been achieved and to what value this project with its solution was to the company.

4.3 RECOMMENDATIONS:

State all the recommendations you would make to the company on grounds of the implemented solution.

4.4 FURTHER RESEARCH:

State any potential further fields of study, with regards to this project.

REFERENCES:

Use Harvard style of Referencing (Referencing Guidelines in attached PDF document)
Below is a summary of referencing methods.

This is how Referencing is done in text:

The objective of an academic library is to provide in the education and research needs of its users (Swart 1989:4).

Swart (1989:4) explains that it is the objective of an academic library “to meet the education needs and research needs of the lecturers and students.”

Swart (1989:4) states the following: “An academic library must also provide in the education needs and research needs of its special user group.”

Text:

“It was anciently believed that a baby born with teeth already formed would ‘bite the world’ and was made for villainy” (Rose 1977:70).

OR

Rose (1977:70) remarked that in ancient times it was believed....

- Surname, Initials. Date. Title of book. Place: Publisher.
- Only the author/s surname/s is given and not the initial(s).
- Date and page number must be stated (use s.a. if the date is unknown).

Figures referencing:

Figure 1: MAGRITTE, Renè. 1937. The red model. Oil on canvas 183 x136 cm, Rotterdam, Museum Boymans-van Beuningen (Meuris 1994:35).

Bibliography (References):

This is the last part where you list all the references you have used.

Make sure your references are in alphabetical order:

ROSE, L. 1977. Crime and punishment. London: Batsford.

CASEY, A.F. 1993. The steric factor in medicinal chemistry: dissymmetric probes of pharmacological receptors. New York: Plenum Press.

