

GOVT. PG COLLEGE FOR WOMEN, GANDHINAGAR, JAMMU

SEM : 4

SUBJECT : FUNCTIONAL ENGLISH SKILL

SUBJECT CODE : 1FUESE0401

TITLE : PROJECT WRITING

UNIT- 5

PROJECT WRITING

→HOW TO WRITE A PROJECT REPORT?

Well written report is a result of painstaking work, but not all students understand how hard it is. We offer several points that will show you in what way you should move during your writing process.

- 1.** Be precise. During writing the report you should be careful with words you use. You may know what you mean, but other people don't. You choose right words to share your opinions with them and avoid any sort of misunderstandings.
- 2.** Don't make your project report humdrum. You may ask how it is possible to make such a formal and uncreative type of academic paper more forceful. First of all, prefer short words and sentences, because, as we know, brevity is the soul of wit. Use simple and clear constructions.
- 3.** Follow the formal requirements. You have to take care of this side of your report, as examiners pay attention to it. If you don't meet some requirement, it won't be a catastrophe, but the overall impression will be spoiled. Pay attention to pagination, fonts, spacing and margins, number of pages and so on.
- 4.** Make your report illustrated. Create and add illustrations when they are required. The main thing in illustrations is to help readers understand some piece of information.

5. Structure. Usually the structure of the project report may be divided into two parts – top level and lower level. In general, you have to organize the report as follows:
- Abstract (not big piece of writing, just a few paragraphs, where you give a very brief version of the report, written in an understandable way for those who see the text for the first time).
 - Introduction (here you cover the main concepts and ideas of the whole work).
 - Previous work (you can focus on work previously done by other researchers)
 - Chapters dedicated to the direct process of doing the project (the biggest part of the paper, you explain the logic and methods of your research, give detailed descriptions).
 - Results and further work (it includes new data collected by you in previous chapters; you analyze the information and offer new possible ways for future development).
 - Conclusions (it has something in common with the abstract; you give final recommendations based on the results of the project).
 - References and appendices (use only relevant sources as references and adhere to the standards for citing).
6. Revision. Don't hurry and be patient. If you have an opportunity and the project report may be read by someone who is more experienced, it is great news. In this case fresh eyes can see mistakes and weaknesses you didn't notice. Forget about the report for some days, and after that proofread it again.

→ ESSENTIALS OF EFFECTIVE PROJECT WRITING

Projects come in all shapes and sizes from small, simple ones to larger and more complex projects.

Whatever the size or type of project, there are 5 essential elements that you must get right in order to achieve a successful outcome.

Whether your project is about improving an existing product or service, managing change or implementing a new system, the same basic considerations are required when managing projects. Get these right and you will manage a successful project. Get them wrong and your project will be thwarted by challenges, issues and problems.

In order to ensure that all your projects reach the required level of success, here are the 5 essential elements that need to be included:

1. Strategic Planning

The first stage of any project is to understand the need for the project and what it is trying to achieve. SMART (Specific, Measurable, Attainable, Relevant, Timely,) objectives need to be established along with measures of success and key milestones where progress can be reviewed.

2. Product Development

The variety of activities that are deemed to be projects are wide-ranging and varied, and can include new products, processes and services. The development of any of these needs to be closely linked to meeting defined business objectives and adding value to the organisation.

3. Communication

It is vital to sell the benefits of any project to those who will be affected during the project or by the project's final outcome. Implementing a new process requires that end users understand why the project is beneficial and potential buyers need to be convinced by the advantages of new products and services.

4. Resources

It is vital to ensure that adequate resources in terms of people, time, finances and equipment are in place. Internally, this could involve the IT department providing the appropriate hardware/software, Human Resources recruiting the necessary people or the Facilities department providing offices or other relevant support.

5. People

No project manager works in isolation. There are many stakeholders involved in a project who all have a specific role to play and who all have a vested interest in the project's success. The key stakeholders who drive projects and help make them a success include:

- **Sponsor:** The project sponsor is the person who defines the business objectives that drive the project. The sponsor can be a member of the senior management team or someone from outside of the organisation.
- **Project Manager:** A professional project manager creates the project plan and ensures that it meets the budget, schedule and scope determined by the sponsors. The project manager is also responsible for risk assessment and management.
- **Project Team Members:** These can include subject area experts, members of departments, external professionals and new recruits. Anyone who can offer a positive contribution to the project in terms of their knowledge and capabilities makes a good team member.

Including these elements in a project will ensure that the final outcome is a successful one.

→ TYPES OF PROJECT PROPOSALS

There are six types of proposal:

1) Formally solicited

A formally solicited project proposal is made in response to an official request for a proposal. In a way, this is the easiest way to create a proposal for a new project, since the Request For Proposal (RFP) document will usually tell you exactly what the customer or audience wants and sometimes even directions for preparing the proposal.

2) Informally solicited

Informally solicited project proposals are the same as formally solicited ones, except the information they are based on isn't set out in a specific document. This makes them a little harder to deal with (more research is involved in analyzing them) but you at least have a rough starting point.

It's pretty much just a lack of detail that separates formal from informal – formal proposal requests have set details, goals, deliverables, and potentially even methods, while informal ones could be based on a conversation.

3) Unsolicited

Unsolicited project proposals are the project equivalent of cold calls – nobody asked to receive one, but (if you've done your homework) it can still provide a ton of value. These are proposals which are thought of by the person submitting them and can be

inspired by anything, from a eureka moment in the employee's daily work to a casual conversation with a customer.

4) Continuation

Continuation project proposals are by far and away the easiest to write, since these are essentially reminders/updates for ongoing (and already approved) projects.

5) Renewal

Once an ongoing project has finished or outlived its usefulness (and support for it is going to be terminated), a renewal project proposal can be written to make the case for its continued support.

6) Supplemental

A supplemental project proposal is required when you need to ask for extra resources for a project (beyond those originally proposed). The main aim when writing these proposals is to be able to justify the extra resources and produce updated estimates of what the project will now take to complete.

→ BASIC SECTIONS OF A PROPOSAL

1. Introduction : Introduction The procedure or the methodology is the heart of the proposal because it must tell the reader how you propose to carry out your project. It must convince your advisor (or in industry your manager or potential client) that you clearly understand your task, have a logical time plan for solving your problems, and have identified all the resources you need.

2. Literature Review (or Background) : To show your advisor that you know what your talking about concerning your project, you need to demonstrate that you know the background and context of your topic.

3. Procedure (or Methodology) : Procedure The procedure or the methodology is the heart of the proposal because it must tell the reader how you propose to carry out your project. It must convince your advisor (or in industry your manager or potential client) that you clearly understand your task, have a logical time plan for solving your problems, and have identified all the resources you need.

4. Abstract : Title Page The title page should contain, neatly arranged, the following:

- title of the project
- project registration number of the project
- name(s) of the author(s) etc.

2. Title Page

3. Table of Contents

4. Footnotes

5. Bibliography

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