

Informatics Project Proposal: Assignment

Overview

The Informatics Project Proposal course (IPP) is for M.Sc. students who are planning to start their M.Sc. Dissertation ([DISS](#)) in the summer after IPP and the examination period finishes. This applies to full-time and part-time M.Sc. students across the School of Informatics.

IPP works closely with the summer DISS programme and students will need to navigate the M.Sc. Dissertation pages in parallel. In particular, [DISS](#) is responsible for the project proposal and selection process.

IPP provides a framework for students to research their project ideas and develop a simple but robust project management plan for their summer research. This course is entirely graded on the project plan. The project plan is **marked as PASS or FAIL** but feedback will be provided by your supervisor on the key elements especially where this will feed into the summer DISS activities.

To achieve a PASS mark, an IPP must adequately **consider the list of headings listed below**. **If a heading is not very relevant for a specific project, then the IPP must still include it** and briefly justify why, for that specific project, that heading is of limited relevance. To help you with this, a template is provided for the IPP, but you are free to alter this to suit your project. We also provide a checklist against which you can self-evaluate whether your IPP has addressed the key marking criteria before discussing with your supervisor or tutor or before submitting.

Template: You should use the provided [2024 Template for IPP](#) for your submission. Please note there is an old template. You may use either, they are very similar. The template contains information on how to use it. You are permitted to change aspects of the structure by adding or removing sections if this is appropriate for your proposal. You are NOT permitted to change the template to increase the number of words contained in a page (e.g. you must not make the font size smaller, change margins, etc.)

Length: Your Informatics Project proposal should comprise **at most 8 pages**, excluding a front cover page, table of contents (optional) and references.

Deadline: The deadline for submission is **11:59 AM on Monday 22 April 2024**.

Submission: You should submit a PDF of your Informatics Project Proposal to the Turnitin submission in the Assessment section of the Learn webpage.

Marking: Your IPP will be marked entirely by your supervisor, according to the rubric. This provides an explanation of the criteria on which your Informatics Project proposal will be marked. Please read the rubric carefully.

The template mentioned above also contains guidance on the main components of your IPP.

What you must include.

1. *Motivation and Background*

Your IPP must have a project title. It must introduce topic of the research including the motivation and a concise review of the key literature relevant to the research topic.

2. Method / Approach

Your IPP should outline the methodology you plan to use in the project. In some cases you may be considering more than one possible methodology or even comparing two different approaches to the same research question. Your IPP also needs to include a brief description of how you plan to evaluate the research you will do and a brief list of expected outcomes for the project.

The precise content here will vary considerably with project type but it should be clear to a reader what you are planning to do during the project period and why this will address the research topic of the project. It should list what you expect to achieve and how you will measure/evaluate progress/success.

3. Research Plan

Here you should outline the plan of work. This should include a brief text description of the tasks and many weeks you expect each piece of work take. The number of tasks in a project can vary widely but most have at least four. Although the summer period for DISS is relatively short your plan should include at least one internal milestone that you can use to confirm project progress is as expected and you will have an opportunity to write this up in a mid-term project report (see DISS course for timing and details). Dependencies between individual tasks should be identified.

You should also discuss a meeting plan for the research with your supervisor, this can be included. You should carefully consider any resources you need. This could be access to previous executable code, access to datasets or specific compute resources, access to supervisory time or volunteers to take part in the research at specific stages of the project. The written narrative should then be accompanied by a simple Gantt Chart that graphically illustrates the project plan, tasks, any dependencies and milestones/deliverables.

Your research plan must assess any risks to the project plan, and you should provide a simple risk table.

4. Responsible Research

Your IPP must include a consideration of the relevant topics in responsible research. At a minimum it must include an ethics review of the research and a data management plan that clearly describes how you plan to package or handle any code, data or results for future use by you or your supervisor as appropriate. Often it may also include plans for attribution of others input into the project and/or licenses associated with any code written.

5. References

You should include a bibliography that references appropriate literature to support the narrative of the IPP.

IPP Checklist	Draft	Complete
I have a project title		
I acknowledge the University's guidance and policies on plagiarism / scholarship and realise the work I submit for IPP must be my own.		
I have clearly stated the problem that needs to be solved.		
I identified the aims and objectives of the project.		
I have a clear motivation statement that provides a reason why a reader might want to read the rest of my project proposal (including significance, feasibility and beneficiaries)		
I have a concise literature review that covers the essential background.		
I have described the approach/methods I want to use to address my research question.		
I have explained why I think the approach/method is appropriate		
I have outlined the approach I will use to evaluate my research findings		
I have summarized the expected outcomes of my project		
I have a narrative description of the high-level tasks.		
I have estimated the time each task will take and provided brief justification for why I think it will take this time and if there is uncertainty around the time a task might take, I have made this clear		
I have identified dependencies between tasks		
I have identified one or more milestones in the plan that I can use to check the schedule is on time or trigger corrective action if running late		
I have identified any resources that my project will need to access		
I have a combined the plan narrative into a graphical Gantt chart		
I have analysed risks in my plan, put in place appropriate measures to minimize any substantial risks and included a risk table		
I have reviewed the ethical implications of my planned research and included a summary of the findings and any actions required		
I have considered the other aspects of responsible research and included a statement about which of these are relevant and what I will do to address them.		
I have included appropriate citations and added references in a bibliography		
My IPP is 8 pages or less		