Report/Proposal Writing Training 2080

Diploma in Civil/Geomatics Engineering

Public Namuna Secondary School, Siyari-4, Chhapiya

Presented by:

Er. Keshav Raj Bhusal

GIS Consultant | Content creator@MapAdda

Project Proposal

- Created before the project begins.

- Designed to persuade stakeholders to approve the project.

- It includes

✓ Introduction

✓ Problem statement

✓ Objectives

✓ Methodology

✓ Scope

✓ Timeline

✓ Budget and

✓ Expected outcomes.

Proposal Format

1. Cover page
2. Abstract / Executive summary
3. Acknowledgement
4. Tables of contents
5. Introduction
6. Study Area (optional)
7. Statement of problem
8. Objectives
9. Methodology
10. Budget
11. Duration / Work schedule
12. Output / Expected outcomes

Cover page

- Designed to provide protection and a professional appearance to the document.

✓ Title, institution name and logo.

- Cover page design:

✓ Online tools: Canvas

✓ Softwares: Adobe Photoshop, Adobe Illustrator.

Executive Summary

- Overview of the most important information about the project.

- It includes:

✓ What is the project about ?

✓ Problem your proposal aims to solve ?

✓ Who will benefit and how ?

✓ A timeline and budget etc.

Introduction

- Gives answer to every wh questions like

✓ What ? (What is the project about ?)

✓ Why ? (Why we are writing this for ?, to solve what problem we are writing this for ?, how we are going to solve this problem ? and what is the advantage to the people ?)

✓ How we are going to start the project ?; What are project methodologies ?

✓ Where the project will be on ?

✓ When will the project get started and completed on ?

✓ Who will get benefitted from the project ? and what benefit will they get ?

Proposal Format

Statement of the problem

- What specific problem or challenge that the project aims to solve ?

- Why are you doing this project ?

✓ To help people to …

✓ State problems that people are facing

✓ How they will get benefitted after this project is completed ?

Objectives

- Objectives should be stated in terms of outcomes, not process.

- For example; incase of bridge construction project objectives may be

✓ To provide transportation facilities to targeted communities.

✓ To help people to maximize income and reduce cost resulting more income generation of people.

- NOTE: Always write this in points form.

Methodology

- The tools/techniques that the project is going to adopt.

- It may include:

✓ Consultation with the expert regarding tools, accessories and procedures.

✓ Coordination with the local government.

✓ Advice of local people.

Proposal Format

Budget

- Cost of the project.
- In case of civil engineering it may include:
  - ✓ Consultation fee
  - ✓ Material cost
  - ✓ Labour cost
  - ✓ Miscellaneous cost
- Should be prepared in table with category.

S.N	Description	Rate	Units	Total (Nrs.)
1	Human Resources			
1.1	Counsellor (Experienced Doctor)	15,000	8	120,000
1.2	Experienced Gardner	10,000	12	120,000
1.3	Gardner (For a week to set a base)	12,500	2	25,000
	Sum {A} -			**265,000**
2	**Initial Work**			
2.1	Landscape Management	5,000		5,000
2.2	Soil	4,500	2	9,000
2.3	Kharani	4,500	1	4,500
2.4	Transportation Charge	2,500	3	7,500
3	**Tools**			
3.1	Gardening Set	4,500	4	18,000
3.2	Wheel Barrow	3,500	1	3,500
3.3	Pipe and sockets	3,000	2	6,000
3.4	Spray Pump	500	2	1,000

Proposal Format

Duration / Work schedule

- When you start and end the project.

	Activity	Month					
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1	Collection and study of research material	▓					
2	Preparation of proposal	▓					
3	Proposal defense	▓					
4	Preliminary study and planning		▓				
5	Database preparation		▓				
6	Front end and back end development		▓				
7	Site zoning and planning			▓			
8	Data collection			▓			
9	Digital image processing				▓		
10	Mid term defense				▓		
11	Insertion on database					▓	
12	Testing and debugging						▓
13	Documentation and preparation of final report						▓

Outcomes

- Changes or results that are achieved after the successful completion of the project.

Project Report

- Created after the completion of a project.
- Provides overview of the entire project.
- ✓ documenting what was planned
- ✓ what was achieved
- ✓ the challenges faced,
- ✓ lessons learned and
- ✓ the overall project performance.
- It includes
- ✓ Executive summary
- ✓ Introduction
- ✓ Body
- ✓ Conclusion
- ✓ Reference page
- ✓ Apprendix etc.

Why we need project report ?

- Report serves as a valuable resource for learning.

- Source of historical record.

- Report helps in decision making by evaluating the success of a project, identifying areas that need improvement, and making informed decisions for future projects.

Report Format

1. Cover page
2. Title page
3. Disclaimer (optional)
4. Acknowledgement
5. Executive summary/Abstract
6. Tables of contents
7. List of abbreviation and symbols/ Acronyms
8. List of figures
9. Introduction
10. Body (Rationale, Objective, Study Area, Methodology)
11. Results and Conclusion
12. Limitations
13. Reference page
14. Appendix

Cover page

- Designed to provide protection and a professional appearance to the document.

✓ Title, institution name and logo.

- Cover page design:

✓ Online tools: Canvas

✓ Softwares: Adobe Photoshop, Adobe Illustrator.

Title page

- Interior page that follows the cover page.

- Contains information such as

✓ Report title

✓ Name of institution /group who submitted it

✓ Name of institution for whom it was submitted to

✓ Submission date

- NOTE: For shorter documents or informal publications both the cover page and title page may be combined into a single page but for academic publications both cover and title page are preferred.
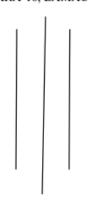
Title page

TRIBHUVAN UNIVERSITY
INSTITUTE OF ENGINEERING
PASHCHIMANCHAL CAMPUS
DEPARTMENT OF CIVIL AND GEOMATICS ENGINEERING
POKHARA-16, LAMACHOUR

A Report on
"Field Survey"
COURSE: GE654 (Field Survey II: 3 WEEKS)

Submitted To:
Department of Civil and Geomatics Engineering
Pashchimanchal Campus, Pokhara

Submitted By:
Bhimsen Dhital (PAS073BGE511)
Dinesh Bishwakarma (PAS073BGE518)
Mira Neupane (PAS073BGE526)
Pratik Basnet (PAS073BGE530)
Roshan Nepali (PAS073BGE532)
Tirth Raj Bhatt (PAS073BGE546)

Poush 2076

Disclaimer (optional)

• Depends on the specific requirements and guidelines set by the institution, organization, or individuals for whom the report is being prepared.

• Protects the author or organization from unintended consequences or misinterpretations of the report.

Acknowledgements

• Giving thanks to everyone who helped to accomplish the project.

• It includes showing gratitude to:

✓ Supervisors

✓ People who helped with data collection (if exists)

✓ Institution, Support staffs etc.

Report Format

Table of content

- Provides organized and systematic overview of the document's structure.

Report Format

Introduction

1. Background

- subject matter, its relevance

2. Rationale (reason for doing the project) (optional)

3. Objective (specific outcome)

4. Project/Study Area

✓ Geographic location of site along with study area map.

✓ Map normally prepared in GIS software, Google earth or Google Map.

5. Scope of project (optional)

✓ Set of deliverables, features, tasks, and requirements that define the boundaries of the project.

References

- Sources from where content were taken.
- It includes
- ✓ Citation from research papers or website links.

Appendix

- Additional content to support the main report content.
- It may include
- ✓ Data collection images
- ✓ Official letters