

Tecnia Institute of Advanced Studies

Department of ICT

Guidelines for Minor Project

Guidelines that includes suggested timelines for each phase of a minor project for BCA students. The timeframes can be adjusted based on the overall project duration and specific academic schedules.

1. Objective and Scope (1 Week)

- **Define the Objective:** (2 days) Clearly articulate what the project aims to achieve.
- **Scope of Work:** (2 days) Outline what is included and excluded from the project.
- **Initial Research:** (3 days) Conduct preliminary research to refine the problem statement and goals.

2. Project Proposal (1 Week)

- **Title:** (1 day) Choose a concise and descriptive title.
- **Problem Statement:** (2 days) Describe the problem or need.
- **Project Goals:** (2 days) List specific goals and outcomes.
- **Technologies Used:** (1 day) Identify the tools and technologies.
- **Feasibility:** (1 day) Assess feasibility and refine scope.

3. Project Planning (1 Week)

- **Timeline:** (2 days) Develop a detailed timeline with milestones.
- **Resources:** (3 days) Determine the resources needed.
- **Planning Meeting:** (2 days) Discuss and finalize the plan with a mentor or supervisor.

4. Design and Development (4-6 Weeks)

- **System Design:** (1 week) Create design documents, including diagrams and UI sketches.
- **Development:** (3-4 weeks) Implement the project according to the design.
- **Regular Check-ins:** (1 week) Schedule weekly meetings with a mentor for progress reviews.

5. Testing (2 Weeks)

- **Unit Testing:** (1 week) Test individual components or modules.
- **Integration Testing:** (3 days) Test interactions between components.
- **User Acceptance Testing:** (3 days) Verify that the project meets user requirements.
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6. Documentation (1 Week)

- **Project Report:** (3 days) Prepare a detailed project report.
- **User Manual:** (2 days) Create a guide for users.
- **Code Documentation:** (2 days) Comment on the code and prepare any additional documentation.

7. Presentation (1 Week)

- **Prepare Presentation:** (3 days) Develop slides and rehearse the presentation.
- **Demo Setup:** (2 days) Prepare for the live demonstration, including any necessary equipment or software.
- **Presentation Day:** (1 day) Deliver the presentation and demo.

8. Evaluation Criteria

- **Functionality:** (Ongoing) Continuously check if the project meets objectives.
- **Technical Complexity:** (During Development) Evaluate complexity as you progress.
- **Design and Usability:** (During Testing) Assess the design and user experience.
- **Documentation and Reporting:** (During Documentation) Ensure completeness and clarity.
- **Innovation:** (Throughout Project) Demonstrate creativity and originality.

9. Feedback and Revision (1 Week)

- **Peer Review:** (3 days) Collect and review feedback from peers or mentors.
- **Revisions:** (3 days) Implement necessary changes and improvements.
- **Final Check:** (1 day) Perform a final review of the project.

10. Submission (1 Week)

- **Final Report Submission:** (2 days) Submit the completed report and documentation.
- **Code and Artifacts Submission:** (2 days) Provide source code and other deliverables.
- **Final Review:** (2 days) Ensure everything is in order before the final submission.

Total Project Duration: Approximately 12-14 Weeks

This timeline provides a structured approach to managing the minor project while allowing flexibility for adjustments. Students should adapt the schedule based on their specific needs and project requirements.