

Project Proposal Guidance and Template

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**Foundation Diploma
in Art and Design**

Foundation Diploma in Art and Design

Project proposal guidance - Unit 4

Please include the following information in your project proposal:

- Centre name and number
- Candidate name and number
- Project proposal title and date
- Main area of activity/specialist practice, e.g. art, fashion, illustration, etc.

The project proposal must be presented under the headings listed here:

Section 1 - Review

(Approximately 150 words)

A review of progress and achievement through Parts 1 and 2 of the course: provides an opportunity for you to reflect on, review and summarise your progress and achievements through the first six units of the programme, expressed in terms of the knowledge, skills and understanding acquired. What you now know, and what it means to you, compared with what you knew and could do before you started the course.

This section also provides an opportunity for you to explain your reasons for choosing a particular pathway and to outline your longer-term aspirations. You should reflect upon how your choice of a particular pathway has informed your project proposal, how it is situated within a broader context and what immediate aspirations will be satisfied through the project realisation.

Section 2 – Project concept

(Approximately 250 words)

Provides an opportunity for you to clearly explain the concept and aims of your project; what you will be researching, what problems are you seeking to resolve, what types of practical methods and skills you are seeking to develop and what technical resources you may need and an indication of the form in which you will present your project realisation.

You should recognise that throughout the project realisation you may, in response to the evolution of your ideas and or the availability of facilities and materials, make decisions, which result in changes to the project concept and aims.

It is important that any process of change is documented in both the work itself and through supporting records, e.g. a personal reflective journal.

Section 3 - Evaluation

(Approximately 100 words)

Provides an opportunity for you to explain the means by which you will reflect on, and evaluate, your work, as both a continuous activity and in summation at the conclusion of the project. The critical review should be referenced to the projects stated aims and be reflective and analytical of learning and achievement rather than a narrative of actions completed.

Additional requirements, not included in the 350 word limit of the proposal:

Bibliography (Harvard Format):

Provides an opportunity to formally record the research sources that you have used. You should record your initial research sources for the project proposal and then continuously update the bibliography as the project progresses.

Project action plan and timetable:

Provides an opportunity to outline the sequence of actions necessary to progress the project over a period of weeks so that it may be brought to a successful conclusion within the agreed timeframe. It is important that you consider how you will balance ambition, time and realism in the organisation and realisation of the project.

The following pages will provide you with a template for your project proposal.

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Project proposal template - Unit 4

Centre name

Centre no.

Candidate name

Candidate no.

Pathway

Date

Project title

Section 1: Review
(approx. 150 words)

Section 2:
Project concept
(approx. 250 words)

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Section 3: Evaluation
(approx. 100 words)

**Proposed Research
Sources and
Bibliography**
(Harvard Format)

Project Action Plan and Timetable

Week	Date Beginning	Activity / What you are intending to do - including independent study	Resources / What you will need to do it - including access to workshops