



CICT EXAMINATION

ICT PROJECT

Guidelines to the ICT Project

Candidates undertaking the ICT Project will be expected to adhere to the following guidelines:

1. Project Proposal

The project proposal should contain the following items:

(a) **Title page**

- The project title
- Telephone and e-mail address
- Project supervisor
- Examination sitting (May or November xxxx)

(b) **Background to the proposed system**

- Numbered objectives of the proposed system
- Background narrative of the proposed system
- A feasibility report

(c) **Information on software and hardware**

Students are advised that the use of wizards, simple macros and website information pages does not demonstrate mastery of program development of the level expected of CICT qualification.

(d) **Schedule of tasks/subtasks**

A detailed tasks schedule with clear sub-tasks should be provided in a tabular form. Each tasks/sub-task should include the name, duration, expected start date, expected end date and deliverable columns.

(e) **Gantt Chart**

A Gantt chart should be linked to the tasks/subtasks identified in (d) above.

Candidates are expected to use project management tools learnt in previous examination units of the CICT qualification to accomplish activities (d) and (e) above.

(f) **References**

References from current literature should be availed using a standard referencing style.

In addition, the following should be observed during the presentation of the project proposal:

(g) **Supervisor/Training institution comments**

A candidate should identify a supervisor from an accredited training institution. The supervisor should make his independent comments on the proposal in form of a letter to kasneb. The letter should be stamped by the training institution and signed by the supervisor and should be forwarded to kasneb alongside the project proposal.

(h) **Packaging**

The project proposal should be neatly bound.

2. **The Project Report**

The project report should include the following:

(a) **Title page**

(b) **Declaration page**

Each candidate is required to include a one paragraph declaration of the originality of their project work. The declaration should be dated and duly signed by the candidate.

All candidates are cautioned against plagiarism as it will lead to cancellation of the affected candidate's project work.

(c) **Table of contents**

(d) **Sections on:**

- Introduction
- Analysis
- Design
- Testing
- Systems maintenance (technical) manual
- User manual
- An appraisal of the project/conclusion
- Appendices showing for example;
 - o Input documents
 - o Annotated program listings
 - o Test runs, annotated and cross-referenced test data

Candidates will be required to submit a neatly **bound hard copy** of the project report and a **soft copy** of both the report and the developed information system in form of a compact disk (CD).

3. **Project Presentation**

A candidate will be expected to present his/her ICT Project to a panel of kasneb examiners. The presentation will last for 15 – 20 minutes.

During the presentation date, the candidate will be required to have the following:

- (a) A short PowerPoint presentation (of about 5-8 slides) introducing his/her project.
- (b) A laptop containing the developed information system.

Candidates will be contacted by phone and e-mail informing them the date that they will be required to present and defend their project work.

4. Marking of the ICT project

The table below indicates the weighting given to the various elements of the project:

	Section	Maximum marks Awarded (%)
1	Project Proposal	11
2	Analysis	20
3	Design	25
4	Coding and testing	14
5	Presentation	10
6	Project report	20
	Total	100

5. Timelines

Students are advised to adhere to the following ICT project time lines:

- 5.1 Candidates who wish to undertake their project work and complete in the November examination sitting will be expected to adhere to the following timelines: -

Milestone	Date (s)
Submission of project proposal	30 September
Project execution	31 December
Submission of reports to KASNEB	2 January
Project presentation to KASNEB examiners	3 January to 8 January

- 5.2 Candidates who wish to undertake their project work and complete in the project in the May examination sitting will be expected to adhere to the following timelines:

Milestone	Date (s)
Submission of project proposal	31 March
Project execution	30 June
Submission of reports to KASNEB	1 July
Project presentation to KASNEB examiners	2 July to 7 July

6. Further Information

Detailed information on the guidelines (ICT Project Guidelines) can be downloaded from the kasneb website: www.kasneb.or.ke.

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