

## GECC3430 Servant Leadership

Chung Chi College, The Chinese University of Hong Kong

### Final Project Proposal Guidelines

#### 1. Format

- **Language:** The report can be written in either Chinese or English.
- **Formatting:**
  - Typewritten on standard A4 white paper.
  - Double line spacing.
  - Font size: 12 point.
  - Margins: 2 cm.
- **Length:** Between 4,000 and 6,000 words (excluding bibliography and appendices).
- **References:** Include full references, quotations, notes and bibliography for sources cited.
- **Cover Page:** Use the Cover Page Template downloadable at College GE website.

#### 2. Content

- **Introduction:**
  - Describe the project.
  - Explain what motivates you to conduct this project.
- **Purpose and Rationale of the Project:**
  - State what your group aims to achieve.
  - Provide the rationale behind the project.
- **Literature Review and Needs Assessment:**
  - Explain the importance of the project.
  - Outline the guiding framework and/or principles.
  - Present data collected that supports the needs of your project.
- **Goals and Objectives:**
  - List the specific goals and objectives of your project.
- **Project Contents and Implementation:**
  - Describe the major elements of the project.
  - Highlight the key features of each element of your project.
  - Present how you may implement these elements.
- **Projective Deliverables and Expected Outcomes:**
  - List the expected outputs.
- **Project Timeline:**
  - Include a Gantt chart or timeline diagram.
  - Specify key dates and deadlines.

- **Budget:**
  - Detail the budget requested.
  - Provide cost estimation.
- **Risk Management:**
  - Identify potential risks and challenges.
  - Outline mitigation strategies.
- **Evaluation and Metrics:**
  - Define criteria for success.
  - Describe methods for monitoring and evaluation.
- **Conclusion:**
  - Summarize the proposal.
  - Provide final remarks and a call to action.
- **Appendices (if applicable) :**
  - Include additional supporting documents.
  - Provide references and citations.

### 3. Submission

- **Upload to VeriGuide:** All students of the same group should sign the declaration. Each member is responsible for any plagiarized content in the group project, irrespective of whether they have signed the declaration or contributed directly or indirectly to the plagiarized content.
- **Submission to Course Supervisor:** Submit the project proposal, along with the signed (by all members) declaration form, to the course supervisor via the specified means.
- **Submission to Blackboard:** Upload a duplicate of the project proposal to the designated Blackboard website for all GECC3430 classes.