

Instructions for the project plan for degree projects in bioinformatics (1MB745, 1MB830, 1MB720)

In order to carry through a major project effectively, you need to plan well. It is difficult for you to plan the project in detail before you start working on it. Therefore, only a brief description of the project is needed for registration of the degree project (section 1 below).

When you begin the actual work you will become more aware of the prerequisites for the project, the subject and the methods you will use. Then you will write your full project plan (section 1 and 2 below), which must be approved by the supervisor, subject reader and examiner/coordinator within five weeks of the course start.

1 General description of the project

The project plan starts with a brief description (~ 1 page) of the project where the objective is that the reader quickly can get an idea of what you will do, why you will do it and how you will go about it. This is the part you need for the registration of the degree project.

1.1 Title, supervisor and subject reader

Give your work a title. You can revise it for the final report. Also, specify who will be the supervisor and subject reader and where you will carry out the project.

1.2 Prerequisites for the project (background)

Describe the area of the project briefly. What is known and what needs to be examined more? Is the proposed project part of a larger project? If so, write briefly about it in order to give the reader an idea of the context in which you will carry out your project.

1.3 Why is it important to implement the project (purpose)?

Describe the purpose of your project. What do you want the project to contribute with in the short and long term? Will there be any product in addition to the final report (software, protocols, etc.)? Who will benefit from the results? Why is it important to implement the project from a social perspective?

1.4 What should you do (project goal) and not do (delimitations)?

Exactly what is it that you want to achieve? Give one or more clear and measurable objectives for the thesis. You do not have to set goals that are requirements of the course (final report, etc.). In order to be clear on what is included in the project, it is often necessary to specify what is not included.

1.5 Brief description of the implementation (method and schedule)

Give a brief description of how you will go about it achieving the goal of the project. Show the project's main components in a general timetable.

2 Detailed implementation plan

When you have started the work, you will learn more about the details of the project. Then you will update the general description of the project and complement it with a more extensive background, and a detailed implementation plan. The complete project plan should be 2-4 pages.

2.1 The area of work

Write a more extensive description of the scope of your work. The text should give a clear picture of how your work relates to previously performed research or development. Give appropriate references to scientific publications. This section creates a good start to the background section of the final report.

2.2 How will you do it?

When you have started the degree project, you need to make a more detailed plan for the project. Describe the planning in running text, possibly supplemented by figures and tables.

Some examples of questions to consider:

- For which areas do you need to read more literature?
- Which methods should you use?
- What types of data will you generate and how will you analyse it?
- What resources are available that you can utilize (appliances, data sets, etc.)?
- Is the project dependent on factors that you and your supervisor cannot influence (e.g., responses to surveys or data from partners) - and how do you relate to that?
- How are the different parts connected?

- Which milestones do you need to set in order to ensure that you reach the project goal?
- How are the different parts related, i.e. in which order do you need to perform them?
- What problems can arise and how do you relate to the risks they entail?
- Do you have required permits for the activity (e.g. from the ethics committee for animal experiments)?

2.3 Timetable

When you receive an overview of all aspects of the project, you can make a detailed schedule showing how the parts fit together and depend on each other. Remember to include the date of the final presentation and to plan the writing with deadlines for the various phases of the final report.

It may be appropriate to present the schedule both in text and in a Gantt chart in an appendix or figure.

2.4 Plan for meetings

In the detailed project plan, you should also specify how the guidance by the supervisor is performed, with a plan for meetings. Also, describe how your contact with the subject reader will look like.

3 What do I do if I notice that the plan does not hold?

When writing the project plan, you should think about what problems you are likely to encounter during the work and have a plan if they arise. But you can still end up in the situation that the project cannot be implemented as planned. Then you need to update your plan and adjust your goals. Do this in consultation with the supervisor and subject reader. Once you agree, you communicate the updated plan with the examiner/coordinator who approves it.