

THE INSTITUTE OF FINANCE MANAGEMENT

FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF INSURANCE AND RISK MANAGEMENT

BIRM III 2016/2017

PROJECT WORK

The objectives of the project work

1. To conduct an independent study and write a project report
2. Demonstrate and improve personal skills, particularly on areas of time and work management, report writing and general presentation.
3. Integrate the material learnt throughout the academic period, by applying it to an open-ended problem.

Supervisor's responsibilities

What is the role of the supervisor?

It is your report and not your supervisor's. They are there to provide academic guidance, to provide you with feedback on your progress and help you to make necessary changes and correction as your work progresses.

How does the supervision process work?

From the supervisor's point of view, different supervisors may have different approaches or philosophy about how frequently and to what degree they should intervene. Our experience suggests that the number of meetings between supervisor and the student varies from about 3 to 7. With e-mail and electronic interactions, appointments do not have to be face to face and some supervisors may give you detailed written comments and send these by email.

You can expect the following from your supervisor:

- Giving you a reasonable number of appointments at times suitable to both of you.
- Providing academic feedback on your work within a reasonable period of time. Such feedback can be in various forms depending on the supervisor's preference:
 - Verbal feedback and discussion during meetings or telephone
 - Annotated comments on draft chapters (either on hardcopy or on softcopy)
 - Summary written comments in the form of a note.
- Relevant materials to be used by candidate and its sources
- Structure of the report
- Reading the complete draft of your report before submission.
- Marking the final report.

QUESTION ONE:

Project Risk Management is the systematic process of identifying, analyzing and responding to project risk. It includes maximizing the probability and consequences of positive event and minimizing the probability of consequences of adverse events to project object.

Project Risk is an uncertain event or condition that, if occurs, has a positive or negative effect on a project objective.

Requirements:

- i. Select any (one) Education Institution or any Business Firm and conduct a risk management analysis based on its core activities
- ii. Provide necessary recommendations which will lessen the extent of exposure and increase its growth.
- iii. Forecast its position after 10 years when your recommendations provided will be considered or in case were not considered.

SUGGESTED PROJECT STRUCTURE FOR QUESTION ONE

(See the pages below)

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN INSURANCE AND RISK MANAGEMENT

YEAR III 2016/2017

A PROJECT REPORT BASED ON XXXXXXXXXXXXXXXXXXXX

NAME: XXXXXXXX
REG. NO: XXXXXXXX
ACADEMIC YEAR XXXXXXXX
SUPERVISOR: XXXXXXXX
SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each CHAPTER on a separate page

Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- **Acknowledgement (Maximum of Three Brief Paragraphs)**
- **Dedication (Only one sentence is good enough, or at most two)**
- **List of Acronyms (if any)**
- **List of Tables & Figures (if any)**
- **List of Acronyms (if any)**
- **Executive summary (One or half page only)**
- **Table of contents (1 page only)**

CHAPTER ONE:

Introduction/Overview

CHAPTER TWO:

Literature review

CHAPTER THREE:

Presentation of findings

CHAPTER FOUR:

Discussion of findings

CHAPTER FIVE:

Conclusion and recommendation

REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging intent and **1.5 lines spacing** between.
- No numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

APPENDICES

- Attach all supporting files/materials you used in your project, if any.

Formatting

Font; Times New Roman, size 12.0

Line spacing 1.5

Alignment: Justified both left and right.

Headings: chapter heading print size **16 in bold** typeface. Sub heading print size **14 in bold** typeface.

Word length: your report should not **exceed 5,000 words**

Binding: One hand bounded of the Project work report is to be collected in the **December 2017**. **Specific date to be notifies/communicated.**

NOTE;

- ✓ Please follow the structure of the project as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission.
- ✓ Finally, **PLAGIARISM** is not accepted. Plagiarism is the act of copying someone's work without acknowledging and/or copying from another students' work. The mark of Plagiarism is **ZERO**.

QUESTION TWO:

The Tanzania insurance industry developments to the present prominence have passed in different episodes. Since then, the market was not left free from being regulated. Keeping in mind of several market transitions, the Government have being developing regulations (prior, on-going and winding-up business operations regulations) for the sustainable development of this market with intension towards customer protection. The insurance practice and operation regulations were set for the key market players that are Reinsurance Company, Insurance Companies, Insurance Intermediaries, Insurance Loss Assessor and Adjusters and any other insurance related service providers.

Requirements;

- i. Examine the differences or improvements that were made from one regulation to another up to the present one.
- ii. Examine the legal requirement for insurance intermediary to operate in the country.
- iii. Examine the problems encountered by insurance intermediaries in the country and determine the future prospects of this market.

SUGGESTED PROJECT STRUCTURE FOR QUESTION ONE

(See the pages below)

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION

DEPARTMENT OF SOCIAL PROTECTION

BACHELOR OF SCIENCE IN INSURANCE AND RISK MANAGEMENT

YEAR III 2016/2017

A PROJECT REPORT BASED ON XXXXXXXXXXXXXXXX

NAME:	XXXXXXXX
REG. NO:	XXXXXXXX
ACADEMIC YEAR	XXXXXXXX
SUPERVISOR:	XXXXXXXX
SUBMISSION DATE:	XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each CHAPTER on a separate page

Headings must appear at the top of the page, positioned at the center, in capital letters and in bold text.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- **Acknowledgement (Maximum of Three Brief Paragraphs)**
- **Dedication (Only one sentence is good enough, or at most two)**
- **List of Acronyms (if any)**
- **List of Tables & Figures (if any)**
- **List of Acronyms (if any)**
- **Executive summary (One or half page only)**
- **Table of contents (1 page only)**

CHAPTER ONE:

Introduction/Overview

CHAPTER TWO:

Literature review

CHAPTER THREE:

Presentation of findings

CHAPTER FOUR:

Discussion of findings

CHAPTER FIVE:

Conclusion and recommendation

REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging intent and **1.5 lines spacing** between.
- No numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

APPENDICES

- Attach all supporting files/materials you used in your project, if any.

Formatting

Font; Times New Roman, size 12.0

Line spacing 1.5

Alignment: Justified both left and right.

Headings: chapter heading print size **16 in bold** typeface. Sub heading print size **14 in bold** typeface.

Word length: your report should not **exceed 5,000 words**

Binding: One hand bounded of the Project work report is to be collected in the **December 2017**. **Specific date to be notifies/communicated.**

NOTE;

- ✓ Please follow the structure of the project as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission.
- ✓ Finally, **PLAGIARISM** is not accepted. Plagiarism is the act of copying someone's work without acknowledging and/or copying from another students' work. The mark of Plagiarism is **ZERO**.