

**INSTITUTE OF FINANCE MANAGEMENT
DEPARTMENT OF PROFESSIONAL ACCOUNTANCY
PROJECT ASSIGNMENT
DIPLOMA IN ACCOUNTING
YEAR TWO**

INSTRUCTIONS:

You will be given company listed in Dar es Salaam Stock Exchange (DSE); you are required to conduct company financial analysis for three consecutive years (most recently ones) and then form conclusion by stating clearly whether it is worthwhile to invest in that company. *In addition, ask appointment with either stock brokers, dealers, DSE or the company you are analyzing to find out requirements and procedures for an individual to buy and sell shares in the DSE and benefits that are likely to be accrued.*

The format to be adhered by all students is as shown in attached guideline

GUIDELINES FOR WRITING PROJECT REPORT

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF ACCOUNTING, BANKING AND FINANCE

DEPARTMENT OF ACCOUNTING AND FINANCE

DIPLOMA IN ACCOUNTANCY

YEAR II

2017/2018

A PROJECT REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

GUIDELINES FOR WRITING PROJECT REPORT

DIPLOMA IN ACCOUNTANCY- YEAR II

TITLE/COVER PAGE

The report should have a title page as shown in the cover page of this guideline.

PRELIMINARY PAGES

- Begin each part 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:
 - *Dedication*
 - *Acknowledgement*
 - *List of acronyms*
 - *List of Table, figures, if any.*
 - *Executive Summary - provide a summary answering the following questions: what were the objectives/requirements of undertaking the project, which methods/approaches have you used to achieve the objective, explain the key findings/results and what are your comments (about 1/2 to 3/4 of a page).*
 - *Table of contents*

1.0 CHAPTER ONE: INTRODUCTION

- Introduction chapter is expected to be about 2 to 3 pages
- Set the context by introducing the topic of your project
- Provide a clear expression of the purpose of which your report is expected to assert, explain, support or defend clearly state problem/issue of interest objectives and study questions for this project. Broadly speaking, summarize the main idea of a project and make the idea explicit to the readers.

- Finally, provide a short outline of how you are going to handle/address the aspects of your project in the rest of your paper (explain how the rest part of your project has been organized)

2.0 CHAPTER TWO: OVERVIEW OF THE INDUSTRY/SECTOR AND DETAILS ON DATA COLLECTION

- The chapter is expected to be about 4 to 5 pages
- Provide a clear description of the basic components of the sector
- Provide a clear explanation on how the sector is being financed
- Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered
- Provide clear explanations on how you obtained financial statements for your analysis
- Provide clear explanations on how you got information on procedures and requirements for buying and selling shares in the DSE

3.0 CHAPTER THREE: PRESENTATION OF FINDINGS AND DISCUSSION

- This chapter is expected to be about 4 to 5 pages
- Present the results you obtained in your financial analysis and provide discussion on what they mean.
- Provide discussion on requirements and procedures for buying and selling shares in the DSE
- Make sure that you present your results logically and follow the order of the objectives
- Discuss new skills and knowledge you acquired from this project

4.0 CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

- The chapter is expected to be about 2 to 3 pages
- It is also expected to have two subsections, which are conclusion and recommendation. The content of each subsection are provided below.

4.1 Conclusion

- Provide the objectives (requirements) of the project in summary form
- Provide conclusion about the financial performance trend of the company you analyzed
- Provide conclusion on requirements and procedures for buying and selling shares in the DSE.
- Your conclusion should provide a summary of what argued in before in the texts, answer the main questions and incorporate your personal view.
- Identify if there is any challenges in your analysis

4.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the needs of your project and the challenges, if any.
- Recommend any measures to be undertaken by IFM to enhance project writing and enhance your real business experience.

5.0 REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section.
- 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
- 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 indent and 1.5 lines spacing between.
- No numbering for your list

6.0 APPENDICES *(if any).*

- 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

- Binding: One hand bounded of the project report/Field work report is to be collected on **25th January, 2018.**

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.