

THE INSTITUTE OF FINANCE MANAGEMENT

FACULTY OF ACCOUNTING, BANKING AND FINANCE

DEPARTMENT OF BANKING AND FINANCIAL SERVICES

ODBF I [2017/2018]

BFT 05205: PROJECT WORK

BASED ON THE BANK ALLOCATED TO YOU

- 1) Discuss features of various types of deposits and loan products your selected bank offers
- 2) Using examples of your respective banks explain the role of mobile banking services offered in Tanzania.
- 3). Explain the relationship that between bank and customer using banking services in the respective banks allocated.

GUIDELINES FOR WRITING PROJECT REPORT

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ORDINARY DIPLOMA IN BANKING AND FINANCE

YEAR II

2016/2017

A PROJECT REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

GUIDELINES FOR WRITING PROJECT REPORT

TITLE (COVER) PAGE – (See format above)

The report should have a title page (see sample in the end of the 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 is your comments ½ to ¾ of a page*)
 - *Table of contents*

CHAPTER ONE: INTRODUCTION (2-3 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)

CHAPTER TWO: OVERVIEW OF THE INDUSTRY/SECTOR (4-5 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

CHAPTER THREE: PRESENTATION OF ANALYSIS AND FINDINGS (3-4 pages)

- Present the results you obtained in line with the study objectives
- Make sure that you present your results logically and follow the order of the objectives as listed in your project question
- Measures taken to improve the performance of the Institute(s) should be included under this chapter

CHAPTER FOUR: CONCLUSION AND RECOMMENDATION (2-3 page)

Conclusion

- Provide the objectives (requirements) of the project in summary form
- Provide an effective conclusion which gives the answer to the main questions/objectives of the project
- 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

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.

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

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
- Number of words on the report should not exceed more than **3,500** words including references.
- Binding: One hand bounded of the project report/Field work report is to be collected on **25th of 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.