

**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 four consecutive years (most recently ones) and then form conclusion by stating clearly whether it is worthwhile to invest in that company. *In addition, go through the management report of the company and identify which information is interesting and comment on the relevance of such information to existing shareholders and to the prospective investors.*

**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

**2018/2019**

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 ½ to ¾ 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 the purpose of your report and 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**

The chapter is expected to be about 4 to 5 pages; you can use textbooks, research reports, journal articles or any reference in this chapter.

- Provide the background of the company
- Provide a clear description of the sector/industry in which the company operates while explaining the market share of the company you are analyzing.
- Provide a clear description about the coverage of the sector in terms of benefits offered and the people covered
- Provide a clear explanation on how the company is being financed.
- Provide clear explanations on how you obtained financial statements for your analysis.
- Provide details on how the community is benefiting from the company's presence.

## **3.0 CHAPTER THREE: PRESENTATION OF FINDINGS AND DISCUSSION**

This chapter is expected to be about 4 to 5 pages; make sure that you present your results logically. You can use textbooks, research reports, journal articles or any reference.

- Present the results you obtained in your financial analysis and interpret them accordingly.
- Provide discussion on information that is interesting to existing shareholders and to prospective investors.
- Provide discussion on which activities you think the company should undertake to enhance its value to the community.
- Identify 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

- Provide conclusion about the financial performance trend of the company you analyzed
- Provide conclusion information offered in management report that is useful to the existing shareholders and interesting prospective investors.
- Your conclusion should provide a summary while also providing your views.
- Identify any challenges encountered in your analysis

#### **4.2 Recommendations**

- In line with what you observed in your analysis, recommendations on how the company can improve its financial performance.
- Recommend any measures to be undertaken by IFM to enhance project writing and practical 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 **6<sup>th</sup> February, 2019.**

**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.