



“ΠΜΣ Επιστήμες Γης και Περιβάλλον”

“Ειδίκευση: Ορυκτοί Πόροι - Πετρολογία και Διαχείριση Περιβάλλοντος”

**“ ΟΠΠ-Ε08 ΜΕΘΟΔΟΛΟΓΙΑ ΕΡΕΥΝΑΣ ΚΑΙ ΣΥΝΤΑΞΗ ΕΠΙΣΤΗΜΟΝΙΚΩΝ
ΚΕΙΜΕΝΩΝ**

**Guidance in the production of
The Project Inception Report [PIR]**

The Project Inception Report (PIR) accounts for 50% of the course mark and should be considered as a precursor to your MSc project.

The PIR is essentially a document that should facilitate the MSc/Diploma dissertation and is to be developed in consultation with the project supervisor. The primary purpose of the PIR is to:

- Prevent delays in thinking about the specification, development, planning, and undertaking of the research involved in the project, and the writing-up of the project into a dissertation of an acceptable standard;
- Allow time to develop the skills to undertake the project and to ensure that necessary resources (e.g. computational and/or experimental, consumables, etc.) are in place.
- Allow any required equipment to be manufactured in time for the start of the project.
- Allows laboratory space and technician support to be allocated and planned (e.g. a laboratory schedule) efficiently.

The guidelines below are provided for the development of the PIR. The marking schedule that will be used in the assessment of the PIR is included in Appendix A to assist with the identification of the relative significance of each of the required sections identified in the guidelines. .

The PIR is expected to be a text of 2000 words or a 30 min. PowerPoint presentation, and is, therefore, required to be carefully prepared to ensure that all aspects are covered in sufficient detail.

PIR Outline

Supervisor:

Student:

Project title:

Introduction:

Introduces the overall subject of the project and provides a statement of its importance.

Aim:

The aim of the project is a broad statement of intent identifying the main area and purpose of the research (the research question).

Objectives and hypotheses:

The objectives are the clearly stated steps by which you will achieve the aims. Usually there are three or four specific objectives. An objective must be measurable, i.e. you must be clear what you need to do to achieve each objective and when you will achieve each of them. The objectives where appropriate should be linked to properly framed hypotheses. The aim stated in the previous section should be then satisfied by the sum of the objectives and the acceptance or rejection of the tested hypotheses.

Scope:

This states what will and will not be investigated. The project must be manageable, not too ambitious nor trivial. The scope gives bounds to the size of the project by giving sound reasons why certain aspects have not been investigated.

Initial Literature Review:

Critically appraises key sources. Allows the development of the aims, objectives and methodology. Justifies the project topic within a broader context by identifying a need for the work and the stakeholders with an interest in the results.

Proposed Methodology:

To achieve the project objectives methodology must be clearly defined, meeting rigorous academic standards. In some projects this will be straightforward, but for other projects it may need developing as the project progresses. However, in all cases, the basis and principles of the proposed methodology must be determined and included in the PIR. The nature of the methodology will differ according to the type of project. Some examples are as follows:

- A project involving laboratory or field work requires a schedule of well-defined tests that have been discussed with the appropriate technicians.
- A project involving numerical simulation requires validated examples.
- An investigative design project requires a design specification, methodology, software and a detailed list of deliverables;
- A project involving a survey requires a questionnaire to be developed and guidelines for interpretation.

To achieve the project objectives methodology must be clearly defined, meeting rigorous academic standards. In some projects this will be straightforward, but for other projects it may need developing as the project progresses. However, in all cases, the basis and principles of the proposed methodology must be determined and included in the PIR. The nature of the methodology will differ according to the type of project. Some examples are as follows:

- A project involving laboratory or field work requires a schedule of well defined tests that have been discussed with the appropriate technicians.
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Outline the key skills required to undertake the project and any training required

A carefully considered, researched, and discussed series of statements on the resource requirements of the project must be included in the PIR. Example resources requirements may include the following:

- Equipment requirements
 - a) Check and ensure availability and functioning of existing equipment;
 - b) Provide specifications and drawings for fabrication of new or bespoke equipment
- Laboratory space, consumables
- Field/site equipment, transportation
- Sample and/or full data sets
- Access to industry for data collection
- Computer software
- Design codes

A programme of work must be produced in the form of a separate Gantt chart with associated statements of milestones and dates by when they will be achieved.

Whilst this is a research project and the conclusions may not be predicted, a statement must be provided in general terms describing what is expected to be found and/or demonstrated at the end of the project. This statement should clearly link to the aim and objectives.

Outline the key risks associated with conducting the work and the necessary precautions. Produce risk assessments for laboratory and field/site work. Produce COSHH forms for any hazardous substance to be used.

Identify the risks that affect the management and completion of the project, giving possible solutions to avoid such risks.

APPENDIX A

Marking Schedule Item	%	Actual Marks
Structure and quality of the written report (introduction, presentation, use of English, etc.)	10	
Aim & Objectives	20	
Scope		
Initial literature review	10	
Proposed methodology	20	
Identification of skills requirements	10	
Identification of resource requirements		
Programme of work	20	
Anticipated outcomes		
Risk assessment (where applicable)	10	
Project risk assessment		
Adjustment for late submission		
Total	100	

Καθηγητής Στέφανος Π. Κίλιας

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