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| **BCS Higher Education Qualifications**  **The Professional Project in IT** |  | |
| **Form P1 (to be completed by the Candidate)** | |

**Note: in line with the HEQ retirement plan, the last submission/ resubmission of professional projects will be 28th February 2026 - no projects will be accepted after this date**

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| **Candidate Name** |  |
| **BCS Membership Number** |  |
| **Approved Training Provider** (if applicable) |  |
| **Project Title** |  |

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| **Level** | | **Attempt** | |
| Diploma |  | First submission |  |
| PG Diploma |  | Re-submission |  |

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| NOTES FOR COMPLETION: | |
| * The Project Submission forms (P1 and P2) must accompany each Professional Project * Form P1 is to be completed and signed by the candidate * Form P2 is to be completed by your Authenticator * All questions below ***must***be answered | |
| **1.** | **Give a brief description of the project work (Approximately 50 words)** |
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| **2.** | **Please tick one box which most accurately describes the work done** | | |
| Information Systems | | |  |
| (e.g. Management Information Systems, Executive Information Systems) | | |  |
| Databases & Software | | |  |
| Management(e.g. Project Management) | | |  |
| Architecture & Networks | | |  |
| Systems Analysis & Design | | |  |
| Internet & World Wide Web | | |  |
| Other (Please specify) | |  |  |

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| **3.** | **Brief outline of context in which work was completed:** | | | | | | |
| 3.1 | Was the project undertaken during a course of study? | | | | Yes | | No |
| 3.2 | Was the project part of your normal workload? | | | | Yes | | No |
| 3.3 | Did you receive guidance from a senior colleague? | | | | Yes | | No |
| 3.4 | Did you do the work as part of a team? (Diploma level projects only) | | | | Yes | | No |
| 3.5 | If you answered yes to question 3.4 above, please give the membership numbers of any team members who are also submitting a BCS Project. | | | | | | |
| **4.** | **Timescale: Give an estimate of the number of hours spent on the project excluding writing the report** | | | |  | | |
| **5.** | **Project Date: Give the approximate date the project work was completed, excluding writing the report** | | | |  | | |
| **6.** | **Have you and your authenticator completed Forms P1 & P2?** | | | | Yes | | No |
| **7.** | **Is the size of your project work consistent with the Project Regulations? (See Question 9) Please refer to the BCS Website and the ‘Regulations’** | | | | Yes | | No |
| **8.** | **Is the size and presentation of your project report consistent with the Project Regulations? Please refer to the BCS Website and the ‘Regulations’.** | | | | Yes | | No |
| State the number of pages: (Excluding appendices) | | | |  | | |
| **9.** | **Does your project report contain the following elements? (Please refer to the BCS Website and the ‘Regulations’.)** | | | | | | |
|  | A table of contents? | Yes | No | Page Number | |  | |
|  | An abstract? | Yes | No | Page Number | |  | |
|  | A requirements specification? | Yes | No | Page Number | |  | |
|  | A design specification? | Yes | No | Page Number | |  | |
|  | A section on Implementation | Yes | No | Page Number | |  | |
|  | A section on testing? | Yes | No | Page Number | |  | |
|  | A critical appraisal? | Yes | No | Page Number | |  | |
| **Answer ALL questions.**  **If the answer to any of sections 6 – 9 above is ‘NO’ then your project is NOT ready for submission.** | | | | | | | |

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| **Confirmation – to be signed by the candidate** | | | |
| I confirm that the information given on form P1 is correct | | | |
| Signature |  | Date |  |

**Once completed, please return this form to** [exams@bcs.uk](mailto:exams@bcs.uk)**. Please note, this form will be returned to you if not completed fully (including signature and date) and may delay your application.**