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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**. Please note, this form will be returned to you if not completed fully (including signature and date) and may delay your application.**