UAL-Level 3 Extended Diploma in Music Performance & Production  
Unit 12 - Project Proposal for Extended Project in Music Performance and Production

**Guide to Writing and Structuring Unit 12 – Project Proposal: Check List for Everything in Unit 12:**

* Proposal Cover Sheet and Project Title
* Written Proposal (*Covering all the section listed below*)
* Project Timetable (This should map the full process from start to finish across all the weeks)
* Bibliography (This MUST be in Harvard format)
* Presentation + Video (*PowerPoint printout of Presentation + your notes if you have any*)
* Anything Else! (If you believe it is relevant to the project and will better help explain what you

want to create or achieve please include it).

**The project proposal must be word processed and presented under the headings listed on this page, below.**

**Section 1:  
“*Context*” – Approx. 300 Words**

This section provides you with an opportunity to reflect on, review and summarise your progress and achievements through the first 11 units of the qualification. It’s an opportunity for you to communicate the knowledge, skills and understanding you have acquired. What you know now, and what it means to you, compared with what you knew and could do before you started the course, and how this has influenced your choice of pathway and your project proposal.

It also provides an opportunity for you to explain your reasons for choosing a particular pathway and to outline both your immediate and longer-term aspirations. You should use this section to clearly explain the concept and aims of your personal project, and what you anticipate producing, making reference to the critical and contextual perspectives within which your own work is situated.

**Section 2:  
“*Research*” – Approx. 50 Words**

In this section you should record the initial research sources that you intend to use (both primary and secondary) and the ideas that will support and inform the development of your project. Your sources of research should be as wide reaching as possible, including: visits to museums galleries and theatres; libraries, books and magazines; films, TV and radio programmes; and online research sources. You should include references to print or digital media in the form of a bibliography presented using the Harvard system of referencing, within the template provided.

**Section 3:  
“*Problem Solving*” – Approx. 100 Words**

In this section you should describe how you intend to overcome problems you are likely to encounter during the development of your proposed project. Give examples of both practical and theoretical problems that you have resolved through your previous work, include personal initiative and commitment that you have been able to demonstrate and use this to anticipate the level of comprehension, appreciation, knowledge and proficiency that will be necessary to achieve your identified goals.

**Section 4:  
“*Planning and Production*” – Approx. 50 Words**

This section provides you with an opportunity to outline your planning and organisation over a period of weeks and the activities you will need to carry out in order to successfully complete your project within the agreed time-frame. Your planning should be presented within the template provided.

It is important that you consider how you will balance ambition, time and realism in the realisation of the project. This should include what you are going to do, how you will do it and by when. The more time and thought you give to planning your project the more successful it is likely to be.

Remember to include time taken to undertake practical actions such as: sourcing materials, questionnaires, accessing workshops, tutorial and peer group feedback opportunities and where you will incorporate independent study, the resources that you will need and an indication of the form in which you will complete and present your final realisation within the allocated timescale.

**Section 5:  
“*Practical Skills*” – Approx. 100 Words**

In this section you should describe the practical elements of your project and the materials processes and technical skills that you will need to apply in order to successfully realise your proposal.

Give examples of techniques and processes that you have utilised during previous units. This can include the development of a range of skills used to support and ensure the successful communication of experiences and ideas and the resources you will need to access in order to fully explore the potential of our project concept.

**Section 6:  
“*Evaluation and Reflection*” – Approx. 100 Words**

This section provides an opportunity for you to explain how you will reflect on, and evaluate your work, both as an ongoing activity and at the conclusion of the project. You should describe how you intend to record your decision-making and how you will document changes to your ideas as work progresses.

The evaluation should reference to your stated aims and be reflective and analytical rather then a description of actions completed. When working in collaboration with others you should comment on how this may impact either positively or adversely and steps you can take to minimise disruption to your own progress.

**Section 7:  
“*Presentation*” – Approx. 100 Words**

The final section provides an opportunity for you to describe how you intend to organise and present the work generated throughout the development of your project.

You should consider the most appropriate formats for communicating the development of your ideas to an identified audience, both visually and conceptually and how you will present your conclusions and outcomes.