**14-F-04**

**PROJECT REPORT FORMAT TO BE SUBMITTED ALONGWITH APPLICATION FOR SETTING UP STP UNIT:**

Although there is no prescribed proforma for project report to be submitted along with application for setting up STP Unit, following guidelines may be kept in mind to prepare a brief write-up for the project report dealing the profiles, projections and achievements.

a. Background of company and promoters.

b. Area of expertise in Software development Profiles of key personnel

 in the Organization.

c. Strengths and achievements of the company like potential market for

 the Software products/project developed by the company and in-house

 expertise in the area of specialization.

d. Financial arrangements and feasibility of the proposed set-up.

e. Marketing tie-up if any.

1. Export performance for last three years.

g. Export orders in hand/in pipe-line.

h Brochures of the software products/company or Annual report for the

 previous year.

Supporting Information about a contract between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 & \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Space.

2. Wage Bill.

3. Manpower Used.(Manhours/Months/Years).

4. Type of work.

5. Type of people working.

1. Project Manager

1. Project Leader

 c. Senior Programmer.

 d. Junior Programmer/Operators .