

How to submit a project outline document or a project plan

Project outlines or project plans must be submitted using Moodle, as follows:

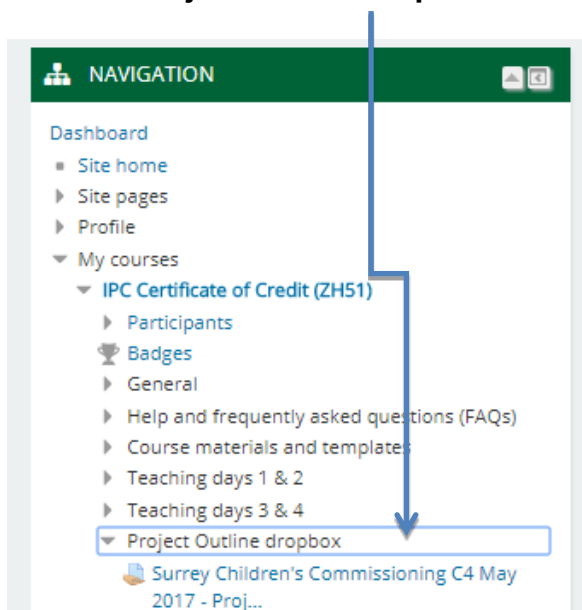
- Check the deadline
- Download the template & complete
- Upload to Moodle

Instructions for each stage are given below.

1 Check the deadline

Go to the [Moodle login page](#) & login (for Moodle basics see the [Getting started guide](#))

Find the **Project outline dropbox** via the menu



Click the link and the submission status information will detail the due date.

2 Download the template

You may already have your own organisation's project outline, or, you may want to use the template from IPC to guide you. To download the IPC template:

Use the left hand menu to find the section headed **Course materials and templates** and click the link for the **Templates** folder

Find the template and **Save** a copy to your computer.

3 Complete the project plan/outline document

Include **your name** in the filename e.g.

Donald Twain project outline.docx

4 Upload the project plan/outline

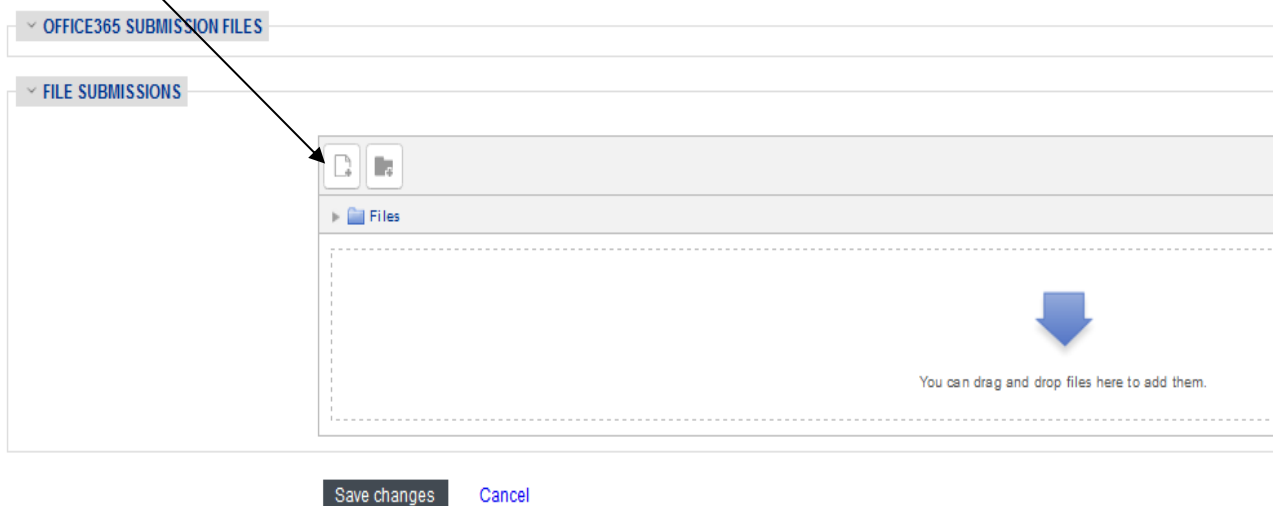
Once you are happy with the content of your project plan/outline, use Moodle to submit:

Find the dropbox as before

Click **Add submission**

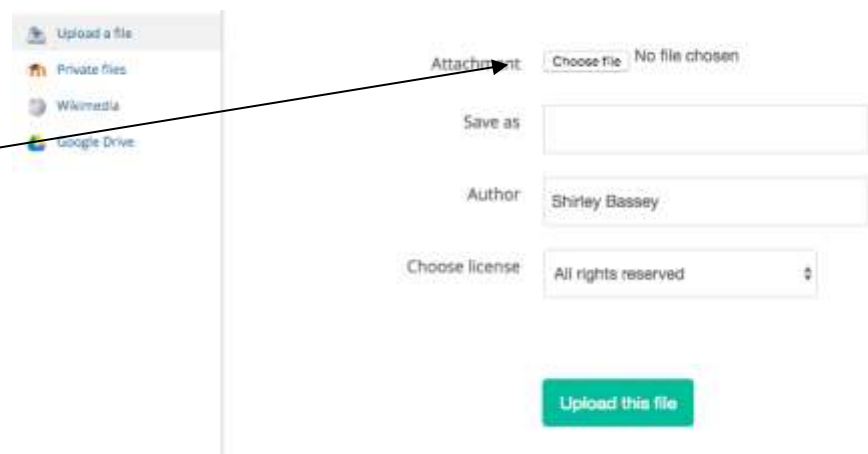
Add submission

Choose the **Add** icon to start (files can also be 'dragged and dropped' into the box).



Click **Choose file**

Find the project plan/outline that you have saved on your computer and choose Open

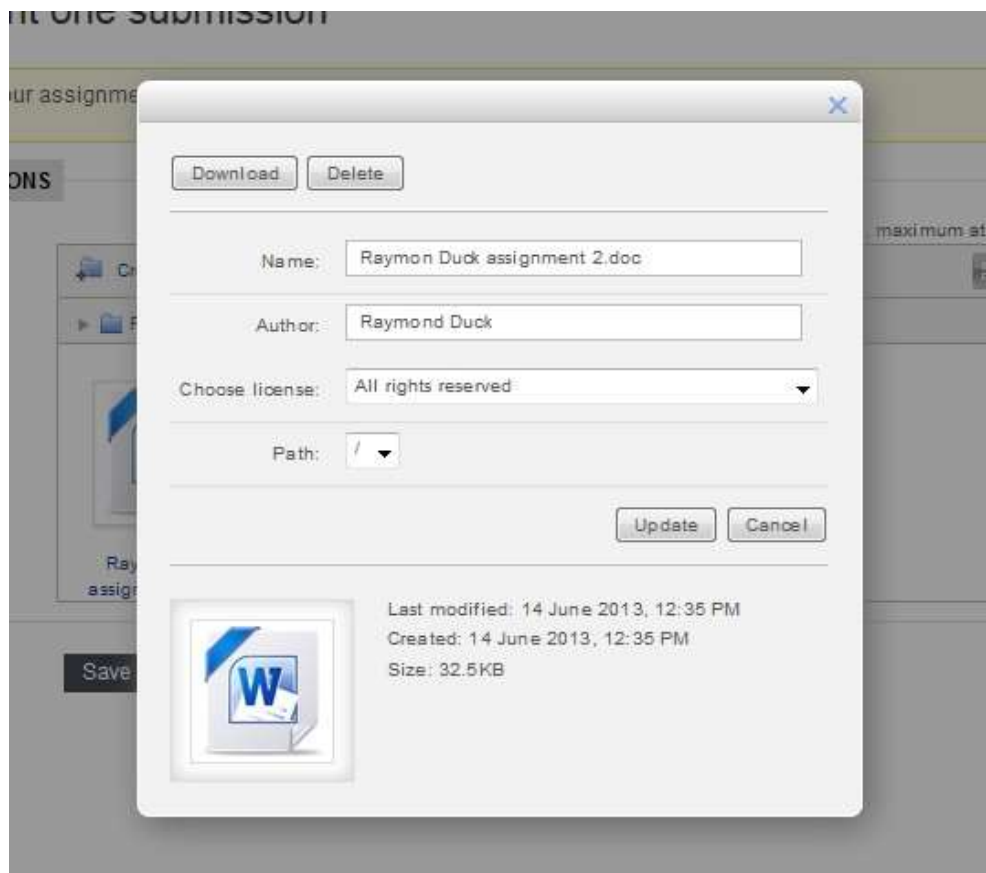


Choose **Upload this file** (allow time for the upload to occur)

Choose **Save changes**



Should you have uploaded the wrong file, click the Word icon and press the delete button from the next window (see image below).



If you want to submit a newer version of your assignment before the submission date, follow the above to delete and replace the file. Until the deadline the drop box will have an 'Edit submission' button like the one below.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Saturday, 30 December 2017, 16:00
Time remaining	254 days 5 hours
Last modified	Friday, 2 September 2016, 15:27
Submission comments	▶ Comments (0)

[Edit submission](#)

Make changes to your submission