



Garis Panduan Menyediakan Kertas Cadangan Projek (Proposal) Untuk Program Inovasi Usahawan Muda

Pendahuluan

SME Bank telah menyediakan satu garis panduan bagi memudahkan para peserta menyediakan kertas cadangan projek yang seragam serta mewujudkan konsistensi dalam pembentangan setiap peserta. Dengan keseragaman format juga, peserta dapat menyampaikan semua perkara yang penting untuk memudahkan pihak juri memberi markah. Setiap kertas cadangan projek perlu dihantar bersama – sama borang pendaftaran sebagai bukti penyertaan.

Setiap kertas cadangan projek yang lengkap mestilah mematuhi format yang ditetapkan. Selain daripada itu, ia juga mesti mempunyai perkara-perkara berikut:-

1. Muka hadapan.
2. Senarai Kandungan.
3. Nombor halaman pada setiap muka surat.
4. Mestilah menggunakan Bahasa Malaysia.
5. Menggunakan jenis dan saiz *font* yang sama, iaitu Arial 11pt.
6. Menggunakan kertas A4.
7. Mesti dihantar dalam bentuk *comb binding*.
8. Format margin dari kiri mestilah 2 inci dan margin dari kanan 1.5 inci.
9. Jarak antara perenggan (*line spacing*) mestilah 1.5 inci.
10. Isi kandungan tidak melebihi daripada 20 muka surat.

Garis Panduan Menyediakan Kertas Cadangan Projek Proposal

Jin-Ying Zhang



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