How to Write a Project Report in the CBC

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17TH April 2025
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Session outcomes

By the end of the session, you should be able to guide learners in planning and writing a project report based on the New Curriculum.

Word search

O	N	P	E	C	N	N	T	S	C	Y	O	N	I
O	O	R	B	C	E	E	R	B	O	D	Y	O	T
S	I	O	U	E	E	I	L	E	T	E	D	I	C
S	T	J	D	R	S	S	R	P	I	M	I	T	O
E	C	E	G	E	P	N	L	L	B	R	U	A	N
C	U	C	E	D	N	R	S	A	E	E	P	D	C
O	D	T	T	D	C	L	O	N	I	F	A	N	L
R	O	R	P	R	C	O	R	B	C	E	C	E	U
P	R	E	I	R	N	E	F	C	L	R	I	M	S
B	T	C	C	T	O	Y	A	A	T	E	T	M	I
T	N	O	R	E	P	D	E	O	E	N	M	O	O
T	I	R	O	R	C	I	U	P	P	C	P	C	N
C	U	D	U	S	M	E	I	C	J	E	M	E	N
O	A	S	U	E	L	T	I	T	T	S	E	R	R

MODEL


SUSTAINABLE DEVELOPMENT GOALS
1 NO POVERTY
2 ZERO HUNGER
3 GOOD HEALTH AND WELL BEING
4 QUALITY EDUCATION
5 GENDER EQUALITY
6 CLEAN WATER AND SANITATION
7 AFFORDABLE AND CLEAN ENERGY
8 DECENT WORK AND ECONOMIC GROWTH
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
10 REDUCED INEQUALITIES
11 SUSTAINABLE CITIES AND COMMUNITIES
12 RESPONSIBLE CONSUMPTION AND PRODUCTION
13 CLIMATE ACTION
14 LIFE BELOW WATER
15 LIFE ON LAND
16 PEACE, JUSTICE AND STRONG INSTITUTIONS
17 PARTNERSHIPS FOR THE GOALS


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Key Areas

- Report Format
  - Title
  - Introduction
  - Body
  - Conclusion
- Language i.e SPT
- Project Records
- Generic skills

Title Page

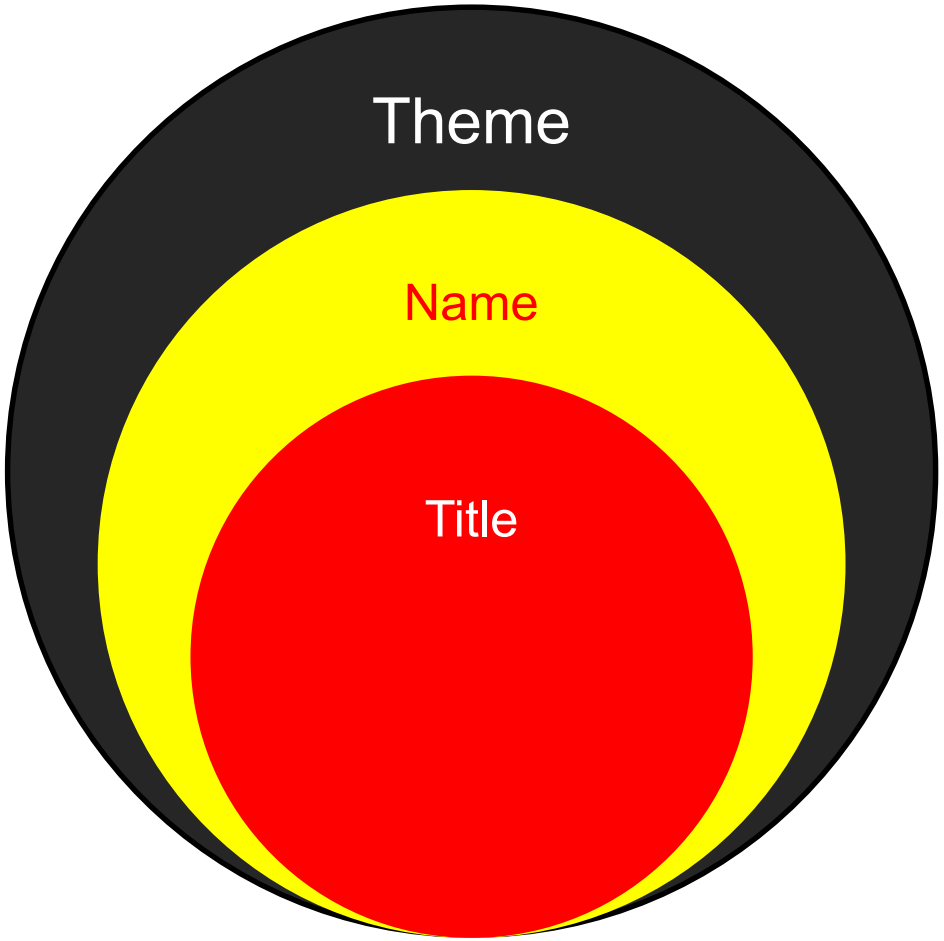
- Cover page
- Project title
- Learner’s name
- Supervisor
- Theme
- School details
- Year

Title

- It is related to the theme.
- It has the acceptable number of words 7-25

What is a theme?

- This is a statement that gives the major idea to guide project ideas of learners for a specific period



Themes

S.4 2025

- Skills and innovation for sustainable living .

Key words

- Skills
- Innovation
- Sustainable living

S.3 2025

- Utilisation of available resources for community development

Key words

- Utilisation
- Resources
- Community
- Development

Sustainable living

- Sustainable living involves adopting eco-friendly practices like using energy-efficient appliances, reducing waste, conserving water, and opting for sustainable transportation.
- It’s about making choices that protect our planet for future generations while enjoying a healthier, more conscious lifestyle.

Key Elements of SL

- Involves making eco-friendly lifestyle choices
- Use energy-efficient appliances
- Reduce, reuse, and recycle to minimize waste
- Conserve water and natural resources
- Choose sustainable transport options (e.g. walking, biking, public transport)
- Protect the planet for future generations
- Enjoy a healthier, more conscious lifestyle

Sample Project Report

- **Title** : Developing a Sustainable and Eco-Friendly Pit Latrine Sanitizer and Deodorizer

- **Project Name:** Eco-Friendly Sanitizer and Deodorizer for Pit Latrines

Title

A PROJECT REPORT ON THE PRODUCTION OF A SUSTAINABLE,ECO-FRIENDLY DISINFECTANT AND DEODORISER FOR PIT LATRINES

by

INEEZA MELISSA

31130595

SUBMITTED TO TAIBAH INTERNATIONAL SCHOOL IN PARTIAL FULFILLMENT OF THE REQUIREMENTS TO ATTAIN THE UGANDA CERTIFICATE OF LOWER EDUCATION (U.C.E).

SUPERVISOR : KAZIBA STEPHEN

APRIL 2025

THEME: SKILLS AND INNOVATION FOR SUSTAINABLE LIVING

Table of Contents

Table of Contents

Introduction

- Project Identification
- Name of the project
- Objectives
- Purpose of the project
- Justification of the project

Introduction - Sample

- Sanitation and hygiene remain critical challenges in many Ugandan schools, significantly impacting the health and well-being of learners. According to a **2012 World Health Organization (WHO) study, 1.7 million deaths in children under five** were linked to environmental factors, with diarrhoea, respiratory infections, malaria, and unintentional injuries being the leading causes.

- In Uganda, poor sanitation in schools contributes to high cases of diarrheal diseases due to **overflowing, unhygienic pit latrines.** A **2024 Daily Monitor article by Ronald Kabanza** highlighted that students and teachers in **Nyamifura, Kabura, and Nyamambo primary schools** were forced to share latrines due to financial constraints. **The Ugandan government standard** recommends **one pit latrine per 40 children**, but in reality, some schools have **71 children per latrine** (Shadrack, 2020). This overcrowding worsens hygiene conditions, leading to increased infections.

- Additionally, many schools **depend on firewood for cooking**, generating **large amounts of ash,** which is often discarded as waste. However, **this ash, along with other locally available materials, can be repurposed to improve sanitation** in a sustainable and cost-effective way.

Introduction sample 2

There is poor disposal of items like polythene bags, plastic bottles, and construction and demolition debris, as well as oil stains/pours which get trapped in soil and unused plots of land when it rains or over time. These items degrade the soil, and affects especially the soil fertility, in a sense that they release harmful chemicals, including additives like phthalates and bisphenol A (BPA), which can contaminate the soil.

These chemicals can be toxic to plants and soil microorganisms, disrupting the soil's natural balance and fertility as well as micro plastics which can be ingested by soil organisms, leading to physical blockages and toxic effects. They can also alter soil structure, reducing its ability to hold water and nutrients. Furthermore, many chemical fertilizers which are added to soil and sprayed onto plant leaves and fruits are ingested by people as these fruits are not washed well after purchase due to ignorance. As a solution, I thought of making an organic fertilizer. Doing this can boost soil fertility thus encouraging people in the area to practice agriculture for their gain.

Sample 3

In many communities, the improper disposal of used diapers poses significant environmental and health challenges. Disposable diapers, often not disposed of correctly, contribute to increased landfill waste and environmental pollution. Their non-biodegradable materials take hundreds of years to decompose, leading to accumulation in landfills and potential contamination of soil and water. Additionally, the accumulation of improperly disposed diapers can attract pests and create unsanitary conditions, posing health risks to the community. Addressing these challenges through improved disposal methods and sustainable alternatives is crucial for reducing environmental impact and protecting public health. Implementing effective solutions to manage and reduce diaper waste is essential for creating cleaner and healthier communities.

Project Aim/Goal

- To develop an affordable and eco-friendly sanitiser and deodoriser for pit latrines by utilizing wood ash and other natural materials to improve hygiene, reduce odours, and promote sustainable sanitation solutions.

Project Objectives

- To develop a natural and sustainable sanitiser using locally available materials such as wood ash, lime, urea, and rosemary powder to improve pit latrine hygiene.
- To raise awareness about the health risks associated with poor pit latrine sanitation and educate communities on proper hygiene practices.
- To promote proper waste management by repurposing wood ash from school and community kitchens, turning it into a useful sanitation product.
- To reduce odours and bacterial contamination in pit latrines, making them safer, more hygienic, and reducing the spread of sanitation-related diseases.
- To contribute to environmental conservation by providing an eco-friendly alternative to chemical disinfectants, promoting sustainability and reducing pollution.

Purpose of the Project

The purpose of this project is to explore and demonstrate the effectiveness of wood ash as a key ingredient in the production of a low-cost, eco-friendly sanitiser that improves pit latrine hygiene while contributing to sustainable waste management.

Justification

- **Pit latrines** in many schools and communities suffer from **poor maintenance**, resulting in **unhygienic conditions**, **foul odours**, and the **spread of infections**. **Houseflies**, which breed in exposed human waste, are a major vector for transmitting pathogens to food and water sources, leading to increased cases of **diarrhoeal and hygiene-related illnesses**. These conditions contribute to **poor health**, **absenteeism in schools**, and **financial strain on families** due to medical expenses.
- This project aims to **improve sanitation** in such settings by developing a **low-cost**, **eco-friendly sanitiser and deodoriser** that **neutralises odours**, **reduces bacterial contamination**, and **repels houseflies**. Using **wood ash**—a **readily available and affordable byproduct** of cooking with firewood—the project offers a **sustainable alternative to chemical disinfectants**. It directly benefits **learners, teachers, and communities** by **improving hygiene**, **reducing disease**, and promoting a **healthier learning environment**. Additionally, by **repurposing waste into a useful product**, the project supports **environmental sustainability** and **waste management**. This approach is not only **feasible** and **innovative** but also **cost-effective**, making it a **practical solution for under-resourced schools and communities**.

Body /Content

- Activities undertaken to carry the project
- Resources mobilized
- Achievements
- Problem/challenges faced while carrying out the project
- How the problem/challenges faced were handled
- Lessons or skills learnt while carrying out the project

PLANNED ACTIVITIES

TIME FRAME	ACTIVITY
5th to 9th June	Thinking of a project idea.
9th to 15th June	Coming up with a project plan, title and purpose.
15th to 27th June	Research and coming up with a budget.
26th to 30th October	Sourcing the materials needed.
6th to 11th November	Testing the fertilizer.
10th to 20th February	Official launch of the project.
	Finalizing of project report.

Resource Identification:

MATERIAL	USE
Blood meal	Acts as a source of Nitrogen to enable lush, green growth of plant leaves.
Feather meal	Acts as a source of Nitrogen to enable lush, green growth of plant leaves.
Bone meal	Acts as a source of Phosphorous to encourage proper root formation.
Egg shells	Acts as a source of Calcium to prevent deficiencies, strengthen plant structure, and promote nutrient uptake.
Potassium chloride	Acts as a source of Potassium to improve resilience and fruit quality.
Prilled urea	Acts as a source of Urea to boost leaf and plant growth.
Cocopeat	Enables water retention
Containers (plastic)	Acts as a mixing vessel and for storage

Achievements

PRODUCT

(Megan Adikini)

Testing the product

(Asasira Pearl)

- **Successful Completion of the Project:** I was able to complete the project within the given timeframe, resulting in a tangible and functional outcome that aligned with the stated objectives and theme.
- **Gas Formation Achieved**: One of the key accomplishments was the successful production of gas as intended by the project. This demonstrated the effectiveness of the design and the proper interaction of the selected materials.
- **Effective Time Management**: By using after-school hours and weekends for project work, I maintained steady progress despite limited in-school time. This allowed me to stay on track and meet project deadlines.
- **Skill Development**: Through hands-on involvement, I developed practical skills such as assembling components, material handling, mixing, and problem-solving. I also improved my ability to work independently and resourcefully.

Challenges Faced

While working on this project, I encountered the following challenges:

- **Acquisition of Materials**: Obtaining the necessary materials was a major challenge, particularly those that required purchasing, such as silicon, elbow joints, and T-joints. Furthermore, finding the correct sizes for the joints proved difficult, which slowed down the overall progress of the project.

- **Limited Time Frame**: The time allocated for project work at school was insufficient. We were only given two hours once a week to work on our projects, which limited our ability to plan, execute, and refine our work effectively.

- **Stunted Project Progress**: Progress on the project was frequently interrupted due to competing academic demands. Weekly tests, regular assignments, and additional lessons scheduled by subject teachers consumed much of our time, leaving very limited opportunities to focus on the project.

Solutions

- I explored multiple hardware stores and sought assistance from peers and teachers to find the right materials. I also prioritised budgeting and planned purchases in stages to ensure I could gradually acquire what was needed.
- I created additional time outside the official schedule. I stayed after school to check on and mix project materials and used weekends to carry out major tasks and fix several issues. This greatly improved my productivity.

Skills Learnt

- **Creativity and Innovation**: I made innovative use of available resources to compensate for limited access to specific materials, showcasing creativity in the project's execution.
- **Enhanced Research and Planning Abilities**: The project improved my research skills and planning capacity, helping me to make informed choices and adapt effectively to unexpected challenges.
- Built **collaborative relationships** with local stakeholders.

Project Records

- Project plan
- Budget
- Activity schedule
- Stakeholder engagement documents (letters,attendance lists,reports,pictures,recordings,minutes
- Facilitators/Learner interaction records
- Project report

Budget

No	Item	Description	Quantity	Unit	Total
1	Cement	powder	500g	1000	1000
2	Rosemary	branches	2	2500	5000
				Total	Ugx 6000

(Ineeza Melissa)

Taibah International School,
P.O. Box 23243,
Kampala,
18th February, 2025.

To: Mr. Ssemwezi, the Lab Technician,
Taibah International School,
P.O. BOX 23243,
Kampala,
Dear Sir,

Re: REQUEST TO USE SCHOOL PROPERTY SPECIFICALLY LABORATORY EQUIPMENT FOR MY PROJECT WORK.

I am writing this letter to ask for your permission to access and use laboratory equipment for my water purification project which is required as part of our assessment to qualify for an award of a competency based certificate.

The aim of this water purification project is to provide certain remote communities that have no access to clean water a better style of living by helping them change their dirty water into clean water for home use.

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In order for me to make my project, I need specific equipment from the laboratory for example dry cells, clear tubes, connecting wires and a drill. The dry cells will be used to power the water pump that I will use to transfer water from a low level to a high level. The clear tubes will be used to transfer water from one container to another. The connecting wires will be used to transfer power from dry cells to the power source. The drill will be used to create circular holes on the container where the clear tubes will pass through.

All use of laboratory equipment will be done under your supervision. I will ensure to use all the laboratory equipment while following the laboratory rules and regulations.

In conclusion, I hope you accept my request so that I can fully implement my project and complete my assessment.

Yours faithfully,

DANIELLA JOY KIGENYI

VERDURE GRO PROJECT

THIS PROJECT AIMS TO DEVELOP A SUSTAINABLE ORGANIC FERTILIZER THAT PROMOTES PLANT HEALTH WHILE BENEFITING THE ENVIRONMENT. WITH THE GROWING DEMAND FOR ECO-FRIENDLY, CHEMICAL-FREE ALTERNATIVES, OUR FOCUS IS ON CREATING A NUTRIENT-RICH BLEND SUITABLE FOR A VARIETY OF CROPS. THROUGH RIGOROUS RESEARCH AND TESTING, I AIM TO PRODUCE A COST-EFFECTIVE PRODUCT THAT ENHANCES YIELDS, ENRICHES SOIL, AND SUPPORTS SUSTAINABLE AGRICULTURE FOR FUTURE GENERATIONS.

SUSTAINABILITY IS NOT A DESTINATION, IT IS A WAY OF LIFE!

BENEFICIARIES

You , and those to come after you!

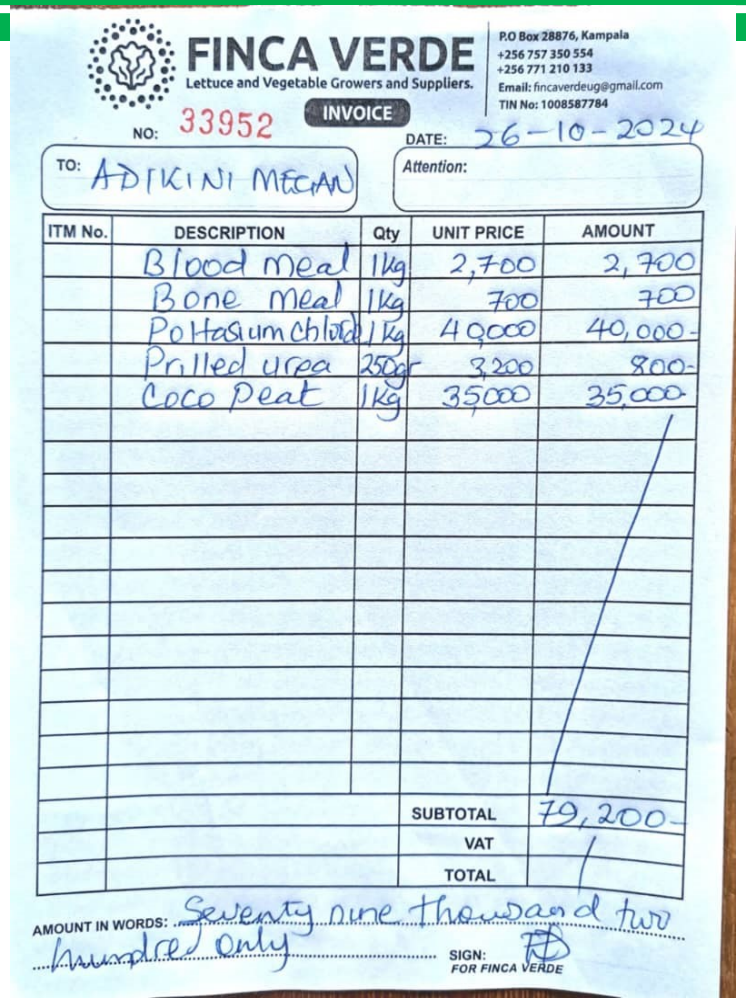
ADVANTAGES

Improved soil health
Environmental safety
High food quality
Reduced carbon footprint
Enhanced plant growth

CONTACT INFO

adikinimegan@gmail.com

(Megan Adikini)



FINCA VERDE
Lettuce and Vegetable Growers and Suppliers.

P.O Box 28876, Kampala
+256 757 350 554
+256 771 210 133
Email: fincaverdeug@gmail.com
TIN No: 1008587784

INVOICE

NO: 33952

DATE: 26-10-2024

TO: ADIKINI MEGAN

Attention:

ITM No.	DESCRIPTION	Qty	UNIT PRICE	AMOUNT
	Blood meal	1kg	2,700	2,700
	Bone meal	1kg	700	700
	Pottasium chloride	1kg	40,000	40,000-
	Prilled urea	25kg	3,200	800-
	Coco Peat	1kg	35,000	35,000
			SUBTOTAL	79,200-
			VAT	
			TOTAL	

AMOUNT IN WORDS: Seventy nine thousand two hundred only

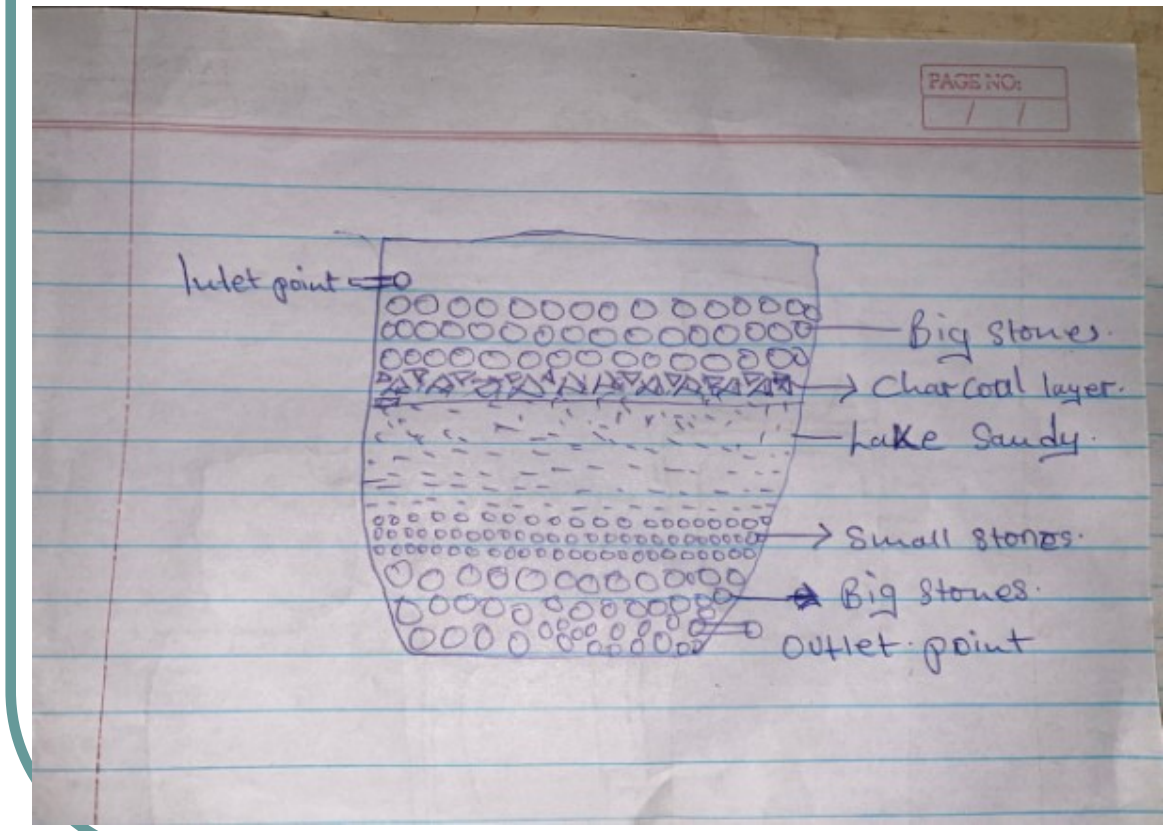
SIGN:
FOR FINCA VERDE

(Megan Adikini)

(Kalyango Sheldon)

(Namutebi Priscilla)

(Alinda Shalmah)


PAGE NO:
Inlet point
Big stones.
Charcoal layer.
Lake Sandy.
Small stones.
Big stones.
Outlet point

MATERIALS AND THEIR USE

MATERIAL	USE
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Sample Budget

NO.	ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL
1.	Plastic waste		1 small sack	Picked from school	
2.	Heat source (stove)	Clay	1	From school laboratory	
3.	Silicone mold	Wooden	1	10,000	10,000
4.	Heat resistance gloves, googles	Cotton gloves	1 pair each	5,000	5,000
5.	Stirring rod/spatula	Wooden	1	2,500	2,500
	Total				**UGX 17,500**

Conclusion

- An overall evaluation/assessment of the project.
- Recommendations related to the project.
- References in case of any literature
- Appendices

References

- Demirbas, A., Sahin-Demirbas, A. and Demirbas, A.H., (2004). Briquetting properties of biomass waste materials.Energy Sources, Vol. 26.
- Leedy, P. D., & Ormrod, J. E. (2013). Practical research: Planning and design (5th ed.). Pearson
- Bureau of Labor Statistics. (2016). Census of fatal occupational injuries summary, 2015. https://www.bls.gov/news.release/cfoi.nr0.htm
- (wikipedia) https://en.wikipedia.org/wiki/Briquette

Language - SPT/FCL

- At least 5 terminologies related to the project
- Has less than 5 spelling errors
- Has less than 5 punctuation errors
- Has less than 5 tense errors

Appendices

Supporting materials

- Photos
- Invitation letters
- Interview guide
- Acceptance
- Approval
- Posters
- Audio and audio visual recordings
- etc

Competency

s/n	Project Competency	Timelines	Deadline
1	PROJECT PLANNING	Term 2 S.3	
2	PROJECT IMPLEMENTATION	Term 3 S.3	
3	PROJECT REPORTING	Term 1 S.4	
4	PROJECT DISSEMINATION	Term 2 S.4	

PROJECT SUBMISSION

s/n	Project Phases	Timelines	Deadline
1	PLANNING PHASE	S.3 2025	Friday 12th September ,2025
2	PROJECT IMPLEMENTATION	S.4 2025	23rd May ,2025
3	PROJECT REPORTING		
4	PROJECT DISSEMINATION		


THANK
YOU
FOR
LISTENING