PROJECT REPORT FORMAT TEMPLATE

MMPP-001 Project Course | MBA (Operations Management), MBAOM | inventory records study

Recommended page order, chapter contents, a permission and data log, a cost assumption log, empty ABC, VED, EOQ and reorder tables and sentence frames. No figures.

Cover page must show (MMPP-001)	Write
Title of the project	[Exactly the title approved by the evaluator]
Name of the student	[Name]
Enrolment No.	[Current enrolment number]
Name of the guide	[Supervisor named on the approved proforma]

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SAMPLE FOR STUDY REFERENCE NOT FOR SUBMISSION ignoumbaproject.net

Read this before you use the template

This is a **format template for study reference**, not a report. Every table is empty on purpose. In an inventory study the numbers come only from the stores records you were permitted to use and checked yourself; a template carrying figures would invite copying numbers no store ever recorded. Replace every [bracket] with your own work.

How this file was made. Prepared by the ignoumbaproject.net editorial desk of Shri Chakradhar Publication Pvt. Ltd., New Delhi, in November 2026, with AI-assisted drafting from the report structure and the notes on the project report in IGNOU's MMPP-001 guidelines (School of Management Studies), with the valuation and stock-count lines taken from Ind AS 2, AS 2 and the Companies (Auditor's Report) Order, 2020. It was checked against those documents and is published under BK Sahni's editorial responsibility. ignoumbaproject.net is independent and is not affiliated with IGNOU.

What the guidelines fix: about 50 to 60 double-spaced typed pages, not exceeding approximately 18,000 words excluding appendices and exhibits, with rational variation on either side permissible; the approved proposal, approved proforma and guide's bio-data bound in, not just stapled; a Certificate of Originality signed by the student and the guide with dates; a cover page with the title, the student's name and enrolment number and the guide's name; a detailed table of contents with page numbers that match. Font, margins and referencing style are not set; choose one and keep it consistent.

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A. Recommended page order of the bound report

MMPP-001 lists what the bound report must contain but does not number a page order. The order below is our recommendation; the right-hand column shows which parts the guidelines require.

No.	Part	Basis
1	Cover page: title, student name, enrolment number, guide name	Cover contents: MMPP-001; position: recommended
2	Certificate of Originality, signed by student and guide with dates (IGNOU format)	Required by MMPP-001; position: recommended
3	Approved project proposal, approved proforma and guide bio-data, bound in	Binding-in required by MMPP-001; position: recommended
4	Acknowledgement	Common practice
5	Detailed table of contents with page numbers; list of tables; list of figures; list of abbreviations (ABC, VED, EOQ, ROL, GRN)	Contents: MMPP-001; the rest: common practice
6	Chapters 1 to 6 (below)	MMPP-001 report structure
7	References or bibliography	MMPP-001 report structure
8	Annexures: VED rating sheet (blank), permission letter, data log, cost assumption log	MMPP-001 lists annexures; their contents here are our suggestion

Suggested split of about 18,000 words (our planning estimate, not an IGNOU rule)

Chapter	Words	Chapter	Words
1 Introduction, review, the unit under study	3,500	4 Summary and conclusion	1,500
2 Research methodology	2,500	5 Recommendations	1,200
3 Results and discussion	8,500	6 Limitations; further research (optional)	800

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B. Chapter 1: Introduction, Review of Literature and the Unit under Study

The stores question in plain words; rationale; statement of the problem; objectives; scope (which items, which store, which months, and which spares are left out because they are treated as property, plant and equipment). Review arranged by question, ending with the gap. A short profile of the unit and its store, written only from what you are permitted to state.

C. Chapter 2: Research Methodology

Design; nature and source of data (each record and the months it covers); population and the items used for each objective; the VED criterion and the panel; each formula; reliability and validity of the data (ledger reconciliation, lead-time checks, panel agreement); method of data collection; the statistical tool for each objective.

Table 2.1 Permission and data log

Record	Held by	Months covered	Permission (letter date, designation)	Masking applied

Table 2.2 Cost assumption log (for EOQ)

Cost element	Value used	Where it came from	Checked with	Note
Ordering cost per order (Rs)				
Carrying rate (per cent of unit cost a year)				
Service level used for safety stock				

Frame: "All item data were taken from [the ERP or registers] of [the unit] for [Month Year] to [Month Year], under written permission dated [date]; item codes are masked as M001 to M[N]."

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D. Chapter 3: Results and Discussion

The guidelines say results should be presented in tabular or graphical format, and the interpretation may be given elaborately. Our suggestion: one block per objective, in the order of the objectives, with every table naming its record and months.

Table 3.1 ABC classification by annual consumption value (objective a)

Class	Items (number)	Items (per cent)	Annual consumption value (Rs)	Value (per cent)	Cumulative value (per cent)
A					
B					
C					
Total					

Frame: "[ ] items, [ ] per cent of the list, account for [ ] per cent of annual consumption value; the cut-offs used were [ ] and [ ] per cent of cumulative value."

Table 3.2 VED ratings by the panel (objective b)

Class	Items (number)	Items (per cent)	Value (per cent)	Rated the same by all panel members (items)
V				
E				
D				

Table 3.3 ABC-VED matrix (objective c)

	V	E	D	Total
A				
B				
C				
Total				

Name the definition of control categories I, II and III you follow, with its reference, under the table.

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Table 3.4 Lead time from purchase orders and goods received notes

Item (masked)	Receipts (number)	Mean lead time (days)	SD of lead time (days)	Shortest	Longest

Table 3.5 EOQ and reorder level, existing against computed (objective d)

Item	Annual demand	EOQ	Safety stock	Computed ROL	Existing ROL	Difference

Report the Wilcoxon signed-rank result under the table: number of non-zero differences, test statistic, p value, and the direction of the median difference.

Table 3.6 Lead-time variability and stock-outs (objective e)

Pair of variables	Items (n)	Spearman rho	p	Reading
CV of lead time and stock-out events a year				

Table 3.7 Valuation and stock-count context (only if the unit's company files an annual report)

Point	What the annual report states	Page	Rule it relates to
Cost formula for stores and spares			Ind AS 2 para 25 or AS 2 para 16 (FIFO or weighted average)
Basis of measurement			Lower of cost and net realisable value
Auditor's statement on physical verification			CARO 2020 paragraph 3(ii)(a), where the Order applies to the company

Quote the annual report as published. Do not comment on whether the company's accounts or audit are right; that is outside an MMPP-001 project.

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E. Chapters 4 to 6, references and annexures

4 Summary and conclusion: one paragraph per objective, no new numbers.

5 Recommendations: each tied to a finding and addressed to the person who can act (the stores officer, the maintenance in-charge, purchase), with the item class it applies to.

6 Limitations of the project, direction for further research (the guidelines print "(optional)" after this line): one store, twenty-four months, stated cost assumptions, a small rating panel, association not cause.

References: one consistent style; every study, textbook, standard and order cited in the version read. **Annexures:** our suggestion is a blank copy of the VED rating sheet, the permission letter, the data log and the cost assumption log.

Before binding: what MMPP-001 requires

Check	Done
Title on the cover matches the approved title word for word	
Approved proforma, approved proposal and guide bio-data bound in, not just stapled	
Certificate of Originality signed by student and guide, with dates	
Contents page numbers match the pages	
Results presented in tables or graphs, with interpretation	

Study practice we suggest (not an IGNOU rule)

Check	Done
Every figure in Chapter 3 traceable to a record in the data log	
No unmasked item code, supplier name, price list or drawing anywhere in the report	

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