MMPP-001 PROJECT REPORT

Format template with empty tables

This template shows the order and the parts of an IGNOU MBA project report under MMPP-001. It contains **no results**: every table is empty and every sentence frame has blanks, because findings can only come from your own data. Do not submit this file or any part of it as your work.

How it was made. Prepared by the ignoumbaproject.net editorial desk of Shri Chakradhar Publication Private Limited in November 2026, with AI-assisted drafting from the IGNOU MMPP-001 guidelines (School of Management Studies) and IGNOU's OPMS guidelines for the December 2026 Term-End Examination, checked against those documents, and published under BK Sahni's editorial responsibility. Items marked "our suggestion" are not IGNOU rules. ignoumbaproject.net is not affiliated with IGNOU.

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1. What the MMPP-001 guidelines require in the final report

The guidelines list five things the final project report must have, and say that a report without the approved proposal papers, the guide's bio-data or the signed originality certificate is returned for compliance.

Required item	What the guidelines say
Cover page	Name and enrolment number of the student, name of the guide, title of the project
Detailed table of contents	With page numbers; every page numbered as shown in the contents
Approved proposal	Project proposal, approved proforma and guide's bio-data, properly bound in the report, not stapled
Certificate of Originality	Signed and dated by the student and the guide, in the University's format
Title	The title approved by the evaluator; no change at submission

Suggested page order (our suggestion; IGNOU prints the items, not their order):

Cover page; Certificate of Originality; approved proposal, approved proforma and guide's bio-data; acknowledgement; table of contents; list of tables and figures; chapters 1 to 6; references; annexures.

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2. Cover page model

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PROJECT REPORT (MMPP-001)

[TITLE EXACTLY AS APPROVED BY THE EVALUATOR]

Submitted to Indira Gandhi National Open University in partial fulfilment of the requirements for the degree of Master of Business Administration [specialisation]

Submitted by: [Name] | Enrolment No.: [ ]

Under the guidance of: [Name of the guide]

School of Management Studies, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068

[Month Year]

Only the four items in the first table are required by the guidelines. The award wording, the School line and the month are common practice on bound MBA reports.

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3. Certificate of Originality (wording from the MMPP-001 guidelines)

This is to certify that the project titled "_____" is an original work of the Student and is being submitted in partial fulfilment for the award of the Master's Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfilment of the requirement of a course of study.

SIGNATURE OF SUPERVISOR	SIGNATURE OF STUDENT
Place: _____	Place: _____
Date: _____	Date: _____

The guidelines say the certificate may be submitted in the same format. Both signatures must be original and dated.

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4. Chapters, following the report structure in the guidelines

Chapter	Guidelines item	What goes in	Word budget (our suggestion)
1 Introduction and review of literature	(i)	Background, organisation(s) studied, rationale, statement of problem, objectives, scope, review of literature	3,500
2 Research methodology	(ii)	Design; nature and source of data; sample and sampling method with rationale; questionnaire and its purpose; reliability and validity of the tools; data collection; statistical tools	2,500
3 Results and discussion	(iii)	Results in tabular or graphical form with elaborate interpretation, objective by objective	7,500
4 Summary and conclusion	(iv)	What the data showed, objective by objective; hypothesis decisions if any	2,200
5 Recommendations	(v)	Actions that follow from the findings, each tied to a table	1,600
6 Limitations and further research	(vi), optional	Limits of the sample, tools and time; questions for later studies	700
References	(vii)	Every source cited, in one consistent format	not counted
Annexures	(viii)	Blank copy of the questionnaire; permission letters; codebook	not counted

The guidelines set the length at about 50 to 60 double-spaced typed pages, not exceeding approximately 18,000 words excluding appendices and exhibits, with rational variation either way. The split across chapters is ours.

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Chapter 2 frame: reliability and validity

"The questionnaire had [ ] parts. Part [ ] measured [variable] with [ ] statements on a [ ]-point scale. A pilot with [ ] respondents led to [changes]. Internal consistency, measured by Cronbach's alpha, was [ ] for [scale] and [ ] for [scale]. Content validity was reviewed by [the guide / named experts]."

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5. Chapter 3: empty table shells and sentence frames

Number tables by chapter (Table 3.1, 3.2 ...), give each a title above and a source line below ("Source: primary data"), and interpret every table directly under it. The cells stay empty until your own data fills them.

Table 3.1 Profile of respondents

Variable	Category	Frequency	Per cent
[ ]	[ ]		
[ ]	[ ]		
Total			100.0

Table 3.2 Responses to one five-point statement

Statement	SA (5)	A (4)	N (3)	D (2)	SD (1)	n	Weighted mean
[statement]							

Frame: "Of the [n] respondents, [ ] per cent agreed or strongly agreed that [statement]; the weighted mean was [ ] on a five-point scale."

Table 3.3 Scale scores and reliability

Scale or dimension	Items	Mean	SD	Cronbach's alpha
[ ]				
[ ]				

Table 3.4 Cross-tabulation

[Group variable]	[Level 1]	[Level 2]	[Level 3]	Total
[Group A]				
[Group B]				
Total				

Frame: "The chi-square value of [ ] with [ ] degrees of freedom is [significant / not significant] at the [ ] per cent level; hence H0[ ] is [rejected / retained]."

Table 3.5 Correlation matrix

	[Var 1]	[Var 2]	[Var 3]
[Var 1]	1		
[Var 2]		1	
[Var 3]			1

Frame: "The correlation between [ ] and [ ] was r = [ ] (p = [ ]), a [weak / moderate / strong], [positive / negative] association."

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6. Before you bind or upload

6.1 December 2026: OPMS upload (time-sensitive)

IGNOU's OPMS guidelines for the December 2026 Term-End Examination, as read in November 2026: pay the project fee on Samarth first; the upload link appears after payment; last date 30 November 2026, 11:59 PM. Upload one PDF per course: the complete report (up to 40 MB) and, through separate links, the guide's bio-data (5 MB), the approval (5 MB) and the proposal or synopsis (10 MB). The first page shows the title, your name, programme code, enrolment number as on your ID card (not the control number), Regional Centre code and course code. Do not send a hard copy after uploading; reports sent by email are not considered; the viva, if any, is arranged under your Regional Centre. Check the current notice before you upload.

OPMS first-page field	Your entry
Title of the project	[ ]
Name of the learner	[ ]
Programme code	[ ]
Enrolment number (ID card)	[ ]
Regional Centre code	[ ]
Course code	MMPP-001

6.2 When reports are posted

Outside an OPMS cycle, the guidelines ask for one typed copy, A-4, double spaced, in a bound volume, to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi 110068, by registered post, speed post or by hand, with "PROJECT REPORT-MMPP-001" on top of the envelope. MBA (Online) learners submit through the LMS portal. The report is not returned; keep a copy.

6.3 Last check

Title matches the approval letter | approved proposal, proforma and bio-data bound in, not stapled | originality certificate signed and dated by both | contents page numbers match | every objective has a results table | blank questionnaire in the annexures | one referencing format throughout.

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