TUTOR'S FGP APPROVAL REPORT
TO START THE READERSHIP PHASE

Student:		
Final Graduation Project topic:		
Reader:	**Signature:**	**Date:**
Phone:	**E-mail:**	

MERIT CRITERIA TO START THE READERSHIP PHASE: APPROVED__   FAILED __

SUMMARY TABLE FOR FULFILLMENT OF MINIMUM FGP REQUIREMENTS

FGP Requirements	Fulfills requirements YES or NO
Introductory section	
Page numbering with Arabic numeral in the upper right-hand corner starting at the cover page	
2.0 line spacing (all the introductory part except the Abstract and Executive Summary)	
Cover presentation	
Approval Sheet presentation	
Dedication presentation	
Acknowledgments	
Abstract presentation not exceeding one page between both (1.0 line spacing only for the Abstract).	
Table of Contents	
Index of figures	
Index of Tables	
Index of Abbreviations and acronyms	
Times New Roman 12 point font, all over the document.	
Executive Summary	
1.0 line spacing throughout Executive Summary	
Summary of the background, problems and justification of the project	
Summarized Objectives	
Summarized Methodology	
Summarized Results and Recommendations. No more than 2pages long	
Prioritization of Results and Conclusions	
Summary Parts in separate paragraphs	
1) FGP Introduction	
Written in prose format	
Line spacing 2.0	
From 3 to 6 pages maximun	

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Background	
Problem	
Justification for the Project	
General Objective	
Numbered specific objectives	
Begin objectives with an infinitive verb	
The What and Why of the Objectives	
Complete sentences for the Objectives	
2) Theoretical Framework	
Line spacing 2.0	
Elements and variables to consider during the study	
Another theory related to the topic of interest. The conceptual context (state of the art of the subject) and the practice in the specific field of study.	
Relation between variables and theorizing	
Referential or Institutional Framework	
Theory of Project Management	
3) FGP Methodological Framework	
Line spacing 2.0	
Relation with the FGP0s EDT	
Identification and description of information sources	
Identification and description of at least three research methods	
Identification and description of the tools	
Identification and description of the assumptions and restrictions of the PFG.	
Identification and description of FPG deliverables	
Redaction in the past tense	
4) Content Development	
Development according to the order of objectives	
Illustrate with Tables and Figures	
Makes references to the Annexes	
The development resolves the question and the hypothesis raised in the FGP Project Charter	
Contribution to knowledge, innovation.	
5) Demonstration of the sustainability or regeneration of the proposal	
Indicators and goals	
How does it contribute to sustainable or regenerative development?	
6) Conclusions numbered and related to objectives, one for each objective	
7) Numbered recommendations targeted at key stakeholders	
8) FGP Bibliography	
Bibliographical references according to standard format APA	
List in alphabetical order by authors	
At least 15 bibliographic references. They should be of current application, preferably less than five years old, but no more than ten years old.	
Indent 1.25 cm from the second line of each reference.	
9) Annexes	
FGP Charter	
Description of FGP (EDT)	
Timeline	
Secondary information	
Philological dictum	
10) Generalities for the entire document	

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Good writing level and no spelling mistakes	
Times New Roman 12 point font	
Citations and references according to current APA standard	
Titles in uppercase and bold	
Pagination in Arabic numerals in the upper right-hand corner	
Margins : right 2.5 and left 3.5, top 3.5 and bottom 3	
Bold subtitles	
Writing in third person	
Tables and Figures titled and numbered above	
Index of content, figures and tables integrated with the pagination of the document	
Indexes and subscripts ordered with according to the different sections of the document	
General format of the work according to the consolidated guide of the PFG	