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1. **Problem/Motivation**

What problems and challenges are there that motivate you to do this work?

1. **Objective, results**

Which questions should be answered or which objectives should be achieved with this work. What are the expected results (e.g.quantitative or qualitative assessment, new method, concept, software, etc.)?

1. **method**

How is the goal to be achieved? Which methods are used? What is the theoretical background of the work? (e.g. empirical study, literature analysis, ...)

1. **Time schedule**

Which work packages are necessary to achieve the objective and how much time must be planned for them?

1. **rough outline**

How should the work be structured? What is the common thread?

**bibliography**

 What literature is the basis for this work?