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| **Project Plan PROPOSAL TO BE SUPPORTED UNDER THE ECA STRATEGIC PROJECTS** | |
| **Project Title:** | |
| **Proposed by** |  |
| **Agencies involved** |  |
| **Management team**  *Indicate the experience of the management team* |  |
| **Date of the proposal:**  **Approved by the scrutiny committee:** | **Proposed Project Start Date:**  **Projected Project End Date:** |
| **2. Project purpose**  Explain the main purpose of the project or plan of work. |  |
| *What needs will it address?* |  |
| How does the project meet the objectives of the ECA topics of strategic interest? |  |
| Expected Impact and benefits |  |
| **3. Principles**  *State the principles/values that will underpin the approach to the project.*  *Outline how they will be applied within the project.* |  |
| **4. Objectives**  *This section should identify 3 or 4 broad objectives for the project which capture what the project is trying to achieve, the change it’s designed to bring about, the problem it’s addressing etc.* ***The objectives should be as explicit as possible and ideally be measurable.*** *Identifying the objectives will help you to identify the deliverables for your project.*  *Objectives and deliverables are not the same.* |  |
| **5. Deliverables – the what?**  What are the concrete outcomes of the project? A publication, a seminar, a handbook, ECA policy statement…? |  |
| **6. Relationships with other projects or activities**  *Identify other working groups, people or outputs from other projects or activities on which your project is dependent or where you can feed to with this project.* |  |
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| **7. Resources – the who and the cost**  *Indicate the internal resources and if this project will require the acquisition of external resources (products or services) and their estimated cost e.g. external consultant, purchase of equipment. External evaluators, software developers, trainers etc.* |  |
| **8. Budget.**  Indicate the total cost of the project and that of each activity, specifying what it refers to. |  |

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| **PROJECT PLAN**  **Project Title:** | | | |
| **Stage 1** | **Outcome:**  **Stage end date:** | | |
| **Tasks and Subtasks** | **Time frame** | **Duration of Task** | **Named resources (internal and external as appropriate)** |
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| **Stage 2** | **Outcome:**  **Stage end date** | | |
| **Tasks and Subtasks** | **Time frame** | **Duration of Task** | **Named resources (internal and external as appropriate)** |
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| **Project Close** | **Outcome:**  **Project Close date:** | | |