

Project Plan

(Completed in Sweden)



Background

Responsibilities of the organisation. Why is this important to us? (¼ page

Goal

Common goal of organisation and the programme beyond the 10 months of the project. The long term vision. (¼ page)



Problem

Organisational and technical challenges. What do we want to correct, change, or implement? (¼ page)

Objective

What needs to be achieved in the 10 months? Well defined and tangible results. What are the measurable results? (¼ page)



Limitations

What is excluded? What do we not do? State clear boundaries to other projects or duties. (brief)

Expectations

Describe the expectations of your organisation, of stakeholders and of the programme. Are these expectations communicated and aligned? Are resources needed and expected? (brief)

Stakeholders

Who is affected, who benefits, who is informed? Individuals, organisations, authorities, communities, companies, etc. (brief)



Products – Internal reports, presentations, evaluations. (To organisation and ITP organisers) (brief)

Method

How do we achieve the objective while working in a transparent and inclusive manner? Is anyone left behind? Do we reach the most vulnerable? Budget risk!! Lean and efficient!! (half page)



Information and communication

External communications and information. (brief)

Continuation

Within the organisation and beyond. (brief)

Timeline

Activities, start dates, deadlines and responsible person. (chart)

Result

Your result will be the output of your project, i.e. a guideline, a checklist, etc. This is a separate document written for your organisation in a format you choose.

