

Module	7	Unit	7
PREPARING THE PROJECT DOCUMENT			
Overview			

	Module Overview
	This module is dedicated to participants (in groups) finalising their project documents for presentation.
	Learning Goals – At The End Of This Module, You Will Be Able To:
	Compile a complete and accurate Project document, with the correct content.
	Module Time: 10 Hours and linked to participants own projects

MODULE 7 – PREPARING THE PROJECT DOCUMENT

INTRODUCTION

This module is dedicated to participants (in groups) finalising their project documents for presentation

CONTENTS OF A PROJECT DOCUMENT

1. **Background and Context:** relation to policy and legislative framework; to national and other Funds; to up-stream documents (IDP); context analysis incl. historic
2. **Justification:** rationale, based on context analysis; refer to available research and surveys; focus on sustainability
3. **Linkages to other projects:** to currently on-going or past projects; build on investments (prior projects or projects in connected areas)
4. **Institutional Arrangements:** based on stakeholder analysis
5. **Beneficiaries:** direct and final beneficiaries; profile; quantity
6. **Implementation Strategy:** in broad terms, what is the project about and how will it operate (including transversal issues i.a. environment and equal opportunities); relations centre/regions
7. **Objectives:**
 - 6.1. **Development (Longterm) Objective:** higher-level goal to which the single project will contribute
 - 6.2 **Immediate (Project) Objectives:** will be achieved at the end of the project (preferably quantitative/ measurable target)
 - 7.1 **Output (no 1):** first “product”, “result” that will be produced to achieve objective 1 (preferably quantitative/ measurable)
 - 7.1.1 **Activities to Output:** activities that will be implemented to produce the output
 - 7.1.2 **Success Criteria:** indicators that allow to measure progress in the implementation of the activity; qualitative and quantitative
 - 7.1.3 **Inputs:** resources (HR, equipment, financial), necessary for the implementation of the activity
 - 7.2 **Output (no 2):** second “product”, “result” that will be produced to achieve objective 1
 - 7.2.1. **Activities to Output 2:** activities that will be implemented to produce output 2
 - 7.2.2. **Success Criteria to Output 2:**

7.2.3. Inputs:

8. **Assumptions and Preconditions:** conditions that have to be in place –or remain unchanged- for the effective implementation of the project (e.g. policy, legislation, fiscal)
9. **Activity Schedule:** timetable and bar chart (listing all activities for duration of the project)
10. **Legislative context:** reference to national and/or international legislation, relevant to the project (i.a. labour, fiscal, environment)
11. **Dissemination strategy:** publicising results; share them with stakeholders and other interested parties (donors; general public through media)
12. **Monitoring arrangements:** what monitoring mechanism will be established (e.g. monitoring committee) – and tools developed- to keep track of evolvement of the project; assessment indicators
13. **Evaluation arrangements:** what evaluation mechanisms and tools are foreseen for project evaluation (intermediate; end-of-project; ex-post); sustainability potential
14. **Budget:** allocation of financial resources (line by line and according to donor's format); donors' and own resources co-financing and contributions incl. in kind
15. **List of experts:** [necessary in particular for tendering procedure]