

Idea

Objectives

Implementation

Problem Statement

Vision

Mission

Project activities

WBS

Work Packages...

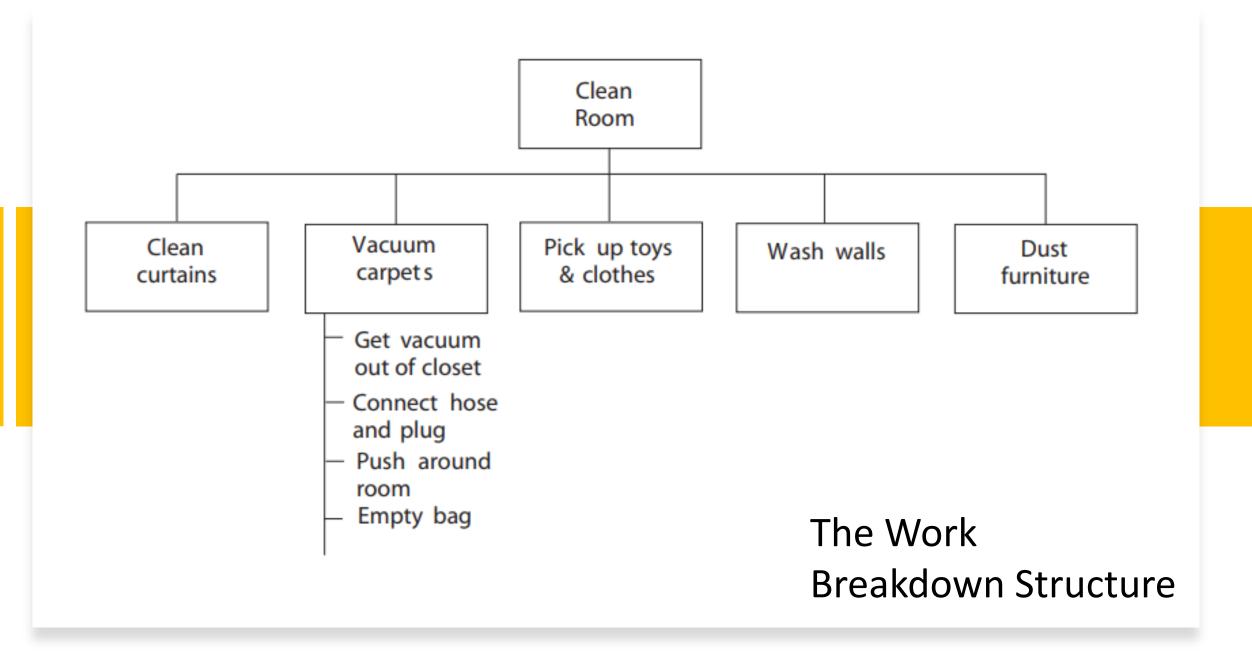
... and respective deliverables

Assignment of responsibilities

Time schedule

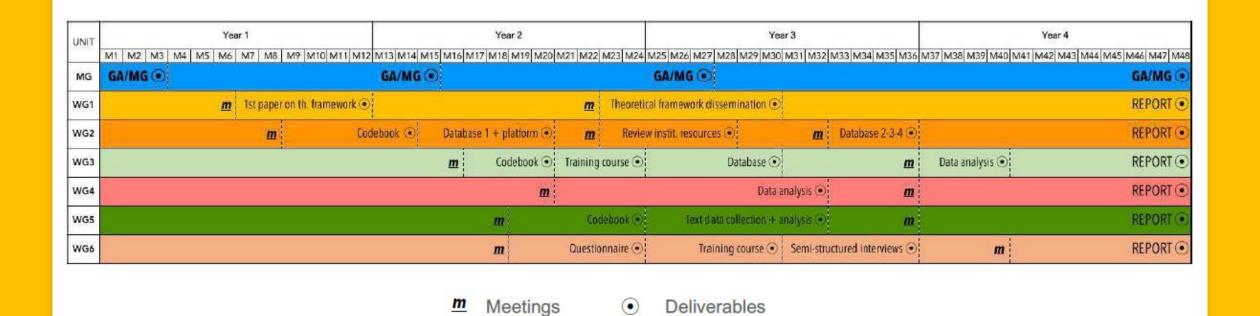
Budget

Risk plan



Linear Responsibility Chart												
Project:	Date Issued:						Sheet Number:				of	
Manager:	Date Revised:						Revision No.			File: LRCFORM.61		
	Project Contributors											
Task Descriptions												
CODES: 1 = ACTUAL RESPONSIBILITY; 2 = SUPPOR	T; 3 = M	UST B	E NOTI	FIED; E	BLANK	= NOT	INVOL	VED				

Responsibility chart



Gantt diagram

Your project proposal basic content

GENERAL DESCRIPTION OF THE PROJECT AND APPLICANT ORGANISATION

Abstract

Definition of the problem, needs assessment and objectives of the project

Vision and Mission

Relevance and justification

Expected results

The partnership and the project team

Sustainability and long-term impact of the project results

Timeline by project activity and major milestones

DESCRIPTION OF WORK PACKAGES AND ACTIVITIES

Detailed description of project activities

Overview of the project by Work Packages

- Work Package 1 Management and Coordination of the Project
- Work Package 2 ...
- Work Package 3 ...
- Work Package 4 ...
- Work Package 5 ...

IMPLEMENTATION PLAN AND BUDGET OVERVIEW

Implementation – Arrow Diagram or Gantt Chart

Risk analysis

Resources and budget overview



Any questions?