Project Brief

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| **Date Brief Created:**  |
| **Project Title/Program Name:** |
| **Project Owner Name:** |
| **Designation:** |
| **Department:** |
| **Email:** |
| **Cell Number:** |
| **Other Department(s) involved:** |
| **Project Thematic Area:** (Highlight all applicable)

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| * 21st Century Skills
* Early Childhood Education
* Language
* Assessment
* Capacity Building of Teachers
* Multi-Grade Teaching
* School Leadership
* Scholarships
* Higher Education
* Transition to Tertiary Education and Employment
* Secondary Education
* Primary Education
* School Construction
* New Teaching Methodologies
 | * Ed-Tech
* Curriculum and Textbook Development
* Public-Private Partnership
* Out of School Children
* Improving School Management Through Technology
* Infrastructure Development
* External Evaluation
* Community Development
* Adult Literacy
* Clean Water
* Vocational
* Nutrition
* Impact Beyond TCF
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| **Priority:** *-High, Medium, Low (To be determined by EVP)*  |
| **New Project (Un-Budgeted/Part of Existing Opex):** |
| **Project Need:**-Why is there an urgent need for the project / what active problem is the project solving. Please cite numbers / studies conducted to determine need where appropriate |
| **Type of Project:** -R&D, Pilot, Redesign, Scale-Up, Continuation of Existing Programme) |
| **Project’s Theory Of Change:** *-Inputs, Activities, Outputs, Outcomes, Impact* |
| **Project Description:**-What, How-What does the project entail?-What are the objectives, key features, deliver, etc.? |
| **Project Deliverables:***-Specific measurable end results that you're aiming to produce at specific points during your project* |
| **Project Activities and Timeline:***Breakdown of activities and realistically scheduled timeline. Is timeline flexible? Is it dependent on grant funding? If not flexible, then how soon do we need funds?)**-Please note that grants take up to one year before funds disbursal*  |
| Project Findings |
| **Monitoring and Evaluations***-How is the project monitored and evaluated? How will the project be monitored and evaluated?* |
| **Project Risks and Mitigation***-What are the risks associated? What is the plan to mitigate them?* |
| **Sustainability** |
| **Scalability/Replicability** |
| **Project Budget\*:** *-Add more cells if you want to show it year-wise or if you want to add more expense heads**-Please get project budget approved by finance before submitting*

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| --- | --- | --- |
| **Expense Head** | **Amount (PKR)** | **Assumptions** |
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| **Total**  |  |  |

\*Detailed budget to be provided at the time of proposal depending on grantor’s requirement |
| **How much of this is already funded?** *-Add more cells if required*

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| --- | --- | --- | --- |
|  | Donor 1 | Donor 2 | Other Donors |
| Capital Costs |  |  |  |
| Team Costs (HR) |  |  |  |
| Other Operational Costs |  |  |  |
| Total |  |  |  |

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| **Future Plans***-What are the future plans of the project* |
| **Project Owner(s) For Sign Off:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Designation** | **Approval Status** |
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