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)   |  |  | | --- | --- | | * 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 | |
| **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*   |  |  |  | | --- | --- | --- | | **Expense Head** | **Amount (PKR)** | **Assumptions** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **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*   |  |  |  |  | | --- | --- | --- | --- | |  | Donor 1 | Donor 2 | Other Donors | | Capital Costs |  |  |  | | Team Costs (HR) |  |  |  | | Other Operational Costs |  |  |  | | Total |  |  |  | |
| **Future Plans**  *-What are the future plans of the project* |
| **Project Owner(s) For Sign Off:**   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Department** | **Designation** | **Approval Status** | |  |  |  |  | |  |  |  |  | |