WHY

What problem is the Project trying to solve and why?
Write in 3 to 5 bullet points the rational of the Project.

- xxx
- xxx
- xxx

What were the main considerations, questions and interests that led to this project?

How does the project relate to the challenges of your industry/country and the mission of the organization?

Why is the organization doing this project instead of other actors?

HOW

What solution is the project bringing to the problem, and how will this solve it?
Write in 3 to 4 bullet points on how the Project has addressed or solved the problem

- xxx
- xxx
- xxx

What other solutions were considered? Why this solution over the others?

How is this project designed in partnership/collaboration with other team/organization’s projects?

PROJECT NAME & ICON

START YEAR- END YEAR

WHAT are the main features of the Project?

Team/Relationships
Note here whom you are engaging in this project—i.e. government entities, institutions, development partners, NGOs, societal groups etc.

Resources (focus on non-financial)
That this project has access to and uses actively for its execution. e.g. Funding, Relationships in local community (can be tangible & intangible, within or outside organization).

Gender
How does this project design for gender inclusion?

Constraints
Name here past & current constraints this project has run into. Differentiate between internal & external constraints, they can be tangible and intangible.

Impact
What is the lasting or significant change this work is contributing towards? How are you/will you assess impact?

Depending on how long the project has been in place—what short-medium term signals of change point to whether a project or programme is on course or whether any desired changes are beginning to happen.

Organization`s Role in project:

Budget
- Total Budget: ___ $ USD

Learnings
Note any learnings and insights you have gained through this project.

Disruptions (pandemic, natural disasters)
How have various disruptions affected the project? How has it responded?

Emerging Opportunities
What emerging opportunities (work, funding, etc.) and long-term partnerships are under discussion or actively being pursued? Any new opportunities surfaced due to pandemic?