

TEMPLATE: PROJECT DOCUMENT



[INSERT PARTNER'S LOGO]

[INSERT PARTNER'S NAME]

Project Number

Project Title

Estimated Start Date

Estimated End Date

U.N. Specialized Agency International
Telecommunication
Union (ITU)

Government Cooperation Agency [Name of Partner]

Beneficiary Country(ies)

Project Manager

SUMMARY OF CONTRIBUTION OF THE PARTIES				
<i>Project Budget (in [CHF/USD/EUR])</i>				
Description	Total	Partner In-cash	Partner	
Staff Costs				
Missions				
External Services				
Training				
Equipment				
Miscellaneous				
Sub-Total				
ITU AOS (-- %)				
Total				
Comments :				

Brief Description of the Project:

For the

Signature

Date

Name/Title

International
Telecommunication
Union (ITU):

__/__/__

[Name of Partner]

__/__/__

[In each section, written explanations are set forth in blue text in order to facilitate the writing of the Project Document. All blue text should be deleted from the final document.]

1. BACKGROUND AND CONTEXT

[In this part, provide description of the proposed solution. Provide available information and explanation related to the project; regarding its origins and why it is being undertaken. Any information related to the details of the proposed solution that does fit into other sections can be elaborated in this section.]

1.1 Introduction

1.2 Problem Statement and Justification

1.3 Project Scope and Strategy

1.4 Impact

2. PROJECT OBJECTIVE

[The project must achieve a primary goal or objective. This section should clearly define the sustainable benefits expected by a market or population.]

[This section should present which are the main assumptions, preconditions and conditions that promote the development of the project and which, in turn, enable it to achieve the primary goal or objective.]

3. EXPECTED RESULTS

[Expected Results are products and services produced, or competences and capacities established, directly as a result of project activities. Provide Key Performance Indicators for each Expected Result that are specific, measurable, attainable, realistic and time bound in order to allow measurement of Expected Results in terms of quantity, quality and timeliness. The Key Performance Indicators are predominantly used during monitoring and evaluation.]

The following Results are expected:

Result	Key Performance Indicators	Target
1	<i>1.a < enter indicator></i>	
	<i>1.b < enter indicator></i>	
2	<i>2.a < enter indicator></i>	

	2.b < enter indicator >	
3	3.a < enter indicator >	
	3.b < enter indicator >	

4. PROJECT ACTIVITIES

[Project Activities: Specific activities performed using resources and methods in order to achieve the Expected Results. Implementation of activities depends on the availability of skilled human resources and the capacity of stakeholders to support the development of the project. Describe the main activities required for achieving each Expected Result.]

Result	Activity Description	Responsible Party(ies)	Estimated Date	
			Start	End
1	1.1 < enter activity >	ITU/Partner/beneficiary		
	1.2 < enter activity >	ITU/Partner/beneficiary		
	1.3 < enter activity >	ITU/Partner/beneficiary		
	...			
2	2.1 < enter activity >	ITU/Partner/beneficiary		
	2.2 < enter activity >	ITU/Partner/beneficiary		
	2.3 < enter activity >	ITU/Partner/beneficiary		
	...			
3	3.1 < enter activity >	ITU/Partner/beneficiary		
	3.2 < enter activity >	ITU/Partner/beneficiary		
	3.3 < enter activity >	ITU/Partner/beneficiary		
	...			

5. INPUTS

[Inputs: Resources (personnel, equipment) and finance necessary to perform the planned activities and manage the project.]

5.1 ITU

IN CASH CONTRIBUTION	
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IN KIND CONTRIBUTION	
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5.2 Partner

IN CASH CONTRIBUTION	
IN KIND CONTRIBUTION	

5.3 Beneficiary Country

IN CASH CONTRIBUTION	
IN KIND CONTRIBUTION	

6. ROLES AND RESPONSIBILITIES

6.1 ITU

6.2 Partner

6.3 Beneficiary country

7. RISK MANAGEMENT

[This section describes the relevant risks that can negatively affect the success of a project. In addition, this section rates the Likelihood and Impact of each risk should it occur, using a scoring (High, Medium, Low) and suggests the mitigation actions for reducing risks to the project.]

<i>Risk Description</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Mitigation Action</i>
	H/M/L	H/M/L	
	H/M/L	H/M/L	
	H/M/L	H/M/L	
	H/M/L	H/M/L	

8. PROJECT MANAGEMENT

[In this section, provide an overall description of the project management. In this regard, elaborate the management structure and terms of reference agreed upon by project partners.

Provide information on roles and responsibilities of the steering committee, its composition and working methods as well as the roles and responsibilities of the parties.

The implementation of project management structures depends on the size of the project and its complexity. There are three kinds of project sizes: small (< CHF 150'000), medium (< CHF 500'00) and large (> CHF 500'000).]

8.1 Steering Committee / Management Committee

[For large projects, the establishment of a "steering committee" is strongly recommended and its composition, the roles and responsibilities of its members and the frequency of its meetings should all be clearly defined under this section.

For small and medium projects, it is recommended to set up a management committee composed of a manager from ITU and a decision maker for each stakeholder. This committee will oversee the work done by the project manager and take the necessary decisions.]

8.2 Project Manager

8.3 Project Management Team

9. MONITORING AND EVALUATION

[In this section, provide an overall description of the project monitoring and evaluation activities. In this regard, elaborate reporting requirements and frequency of such reports.]

10. SUSTAINABILITY

[In this section, elaborate on how the sustainability of the project is to be achieved. If applicable, describe sustainability measure, such as the self-financing mechanisms, that will be put in place upon the completion of the project.]

11. BUDGET

[The budget for this project is set forth in Annex 1 attached hereto.]

12. WORKPLAN

[The work plan for this project is set forth in Annex 2 attached hereto]

Annex 1: BUDGET

ESTIMATED BUDGET (in [CHF/USD/EUR])

DESCRIPTION	Total	Partner In-Cash	Partner	
STAFF COSTS				
Subtotal:				
MISSION				
Subtotal				
EXTERNAL SERVICES				
Subtotal:				
EQUIPMENT				
Subtotal:				
OTHER CHARGES				
Miscellaneous				
Subtotal				
SUBTOTAL				
AOS (-- %)				
TOTAL				
Comments :				

Annex 2: WORK PLAN

[The work plan should be detailed during planning stage and reviewed during project implementation, as required.]