

Project Management 101 - the Basic Principles

The following checklist can help you plan your project. This information will also be useful for presenting the project to us or other potential partners.

- What is the working title of your project?
- Who are initiators and possible co-operation partners (Do you have the name, address, telephone, e-mail)?
- What is the background? (Where is the project area? What is the situation there?)
- What are the problems? (First define the desired state and describe problems as deviations from this state.)
- What are the specific objectives of the project? (Will your project address all or only selected deviations?)
 - What is the state of knowledge and technology? (e.g., do you know of strategies or actions that have been successful elsewhere)
 - What are the possible measures to solve the problems in this project?
 - How do you see implementation opportunities and risks? (e.g., does the proposed solution have the character of an experiment or is it a best practice?)
 - Is there any preliminary work done by the initiators or partners?
- What is the estimated cost for the project?
 - What is the schedule? (For example, a rough classification of the project phases in month 1-12)
 - Estimation of the total costs (initially a rough estimate, with a view to planning for more refined and specific work segments that involve all stakeholders)
 - Is there already financing, in whole or in part? (e.g., what means can be applied through internal funding)
 - If additional funding is needed, what sources of money or funding programs are you aware of?
- Are there any elements or activities to be transferred or sustained after completion of the project?