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| **THE UNITED REPUBLIC OF TANZANIA** <<**insert institution logo**>>  <<Insert your Institution’s Name>>   |  | | --- | | **Document Title**  ***<<INSERT PROJECT NAME>> PROJECT CONCEPT NOTE***  ***(Under Section 24)*** | |  | |

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| **Project Title**: |  | | | |
| **State the alignment of the project with the Institutional strategy** |  | | | |
| **Problem/opportunity statement:** |  | | | |
| **Project Benefits:** | An outline of what the benefits are to the organization, individuals or stakeholders in delivering the project | | | |
| **Project Objectives:** | The specific objectives for the project.  **NOTE**: the objectives can be one line or more detailed text. | | | |
| **Project Deliverables:** |  | | | |
|  | | | |
| **Project scope** |  | | | |
| **This project will include:** | | | **This project will not include:** | |
| This section defines the boundaries of the project. | | | Planning details should not be included at this stage. | |
| **Success Criteria:** | How you will measure the success of the project. NOTE: the success criteria must be measurable. | | | |
| **Constraints:** | Examples can be specific (a skill which the project team must have) resources, or a legal deadline – NOTE: only include time and money if you can quantify them. | | | |
| **Key Assumptions:** |  | | | |
| **Break down Initial implementation cost:** | | **Break down ongoing Costs:** | | |
|  | |  | | |
| Total costs (attach a breakdown of the overall budget) | | | | |
| * VAT\*– …………………………………………. | | | | |
| **Planned Start Date:** |  | | **Planned Completion Date:** |  |
| **Signature of Project Manager:** |  | | **Date:** |  |
| **Accounting officer Approval** |  | | **Date:** |  |

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| **APPROVAL** | **Name** | **Job Title/ Role** | **Signature** | **Date** |
| Approved by |  |  |  |  |