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|  **THE UNITED REPUBLIC OF TANZANIA** <<**insert institution logo**>><<Insert your Institution’s Name>>

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| **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 |  |  |  |  |