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

TABLE OF CONTENTS

[1. Introduction 2](#_Toc55308416)

[2. Objectives 2](#_Toc55308417)

[3. Project Rationale 2](#_Toc55308418)

[4. Project Scope 2](#_Toc55308419)

[5. Problem/Opportunity Statement 2](#_Toc55308420)

[6. Project Implementation Mode 3](#_Toc55308421)

[7. Project Benefits 3](#_Toc55308422)

[8. Project Milestones and Deliverables 3](#_Toc55308423)

[9. Success Criteria 3](#_Toc55308424)

[10. Constraints 3](#_Toc55308425)

[11. Key Assumptions 4](#_Toc55308426)

[12. Project Financial Details 4](#_Toc55308427)

[13. Project Stakeholders Analysis 5](#_Toc55308428)

[14. Project Risk Register 5](#_Toc55308429)

[16. Project Implementation Timeline 5](#_Toc55308430)

[17. Approval Details 5](#_Toc55308431)

# Introduction

<<Insert name of the public institution>>is a Government institution with the functions of << Provide background information and short description of the institution's legal status>>.

<<Provide a short general overview of the proposed project by describing the relationship between the project and institution strategy (vision, mission and objectives)>>.

# Objectives

<<Insert the name of the project>> is desired to achieve <<Provide the objectives of the project to be accomplished, the objectives should be SMART>>

<<Insert objective 1>>

<<Insert objective 2>>

<<Insert objective 3>>

# Project Rationale

The drive for conducting <<insert the name of the project>> is <<Provide a clear statement of why the projects need to be undertaken and how the project ‘came to be’ >>. <<Provide a detailed explanation of why the project is required in the Public institution>><< Explain the reasons behind the project, why is there a need for this particular of a project? Why should the institution go ahead with this project?>>

# Project Scope

<<Insert name of the project>> will involve the following boundaries;

<<Project scope include defined features and functions of a product, or the scope of work needed to finish a project. Scope involves getting information required to start a project, and the features the product would have that would meet its stakeholders’ requirements>>

# Problem/Opportunity Statement

<<Provide the description of the existing problem, issues or gap that needs to be addressed by implementing the proposed project and explanation why it’s a problem what the ideal state would be>>. This section should Clearly state “*As- Is*” Business Processes and “*To-Be*” Business Processes.

# Project Implementation Mode

<<Provide details of project implementation mode if in-house, out-sourced or both.

<<For in house project clearly describe the implementation team>>

<<For the Out Sourced project implementation mode, explain in details if the vendor how you will obtain a vendor. And if that vendor is local or foreign, and clearly articulate the reasons for out sourcing foreign vendor>>

# Project Benefits

Outline the benefits of the project to Government as whole

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Benefits** | **Description** |
|  |  |  |
|  |  |  |
|  |  |  |

# Project Milestones and Deliverables

Outline milestones and deliverables of the project with their expected start and end date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/NO** | **Milestone** | **Deliverable** | **Expected Start Date** | **Expected End Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Success Criteria

Outline the success criteria. (The criteria describe how the success of the project will be measured and accepted by the end user or key stakeholder)

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Criteria Name** | **Description** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Constraints

Describe the limitations associated with the implementation of the project

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Constraint Name** | **Description** |
|  | Budget |  |
|  | Resources (Hr) |  |
|  | Timeline |  |
|  | etc |  |
|  |  |  |

# Key Assumptions

Mention key assumptions associated with the proposed project.

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Assumption Name** | **Description** |
|  | Budget assumption |  |
|  | Resource assumption |  |
|  | Scope assumption |  |
|  | Availability of devices/tools |  |
|  | Maintenance |  |
|  |  |  |
|  |  |  |

# Project Financial Details

Provide financial details of the project by specifying the source of funds and the breakdown cost.

**12.1 Project Fund Sources**

|  |  |  |
| --- | --- | --- |
| S/NO | Source Name | Description |
|  | Government Fund |  |
|  | Development Partner |  |
|  |  |  |

**12.2 Project Breakdown Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **Type** | **Cost (TZS)** | |
|  |  | Initial | Ongoing |
|  | Development/Implementation |  |  |
|  | License cost |  |  |
|  | Maintenance cost |  |  |
|  | Operation cost |  |  |
|  | Hardware cost |  |  |
|  | Training cost |  |  |
|  | Hosting cost |  |  |
|  | Total Cost |  |  |
|  | VAT \* (X%) |  |  |
|  | **Grand Total Cost (Total cost + VAT)** |  |  |

# Project Stakeholders Analysis

Provide a list of participating stakeholders with their roles and responsibilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO** | **Stakeholder’s Name** | **Roles** | **Responsibilities** | **Project requirement** | **Perceived attitudes and/ or risks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Project Risk Register

Provide a list of risks associated with the project by describing their mitigation measures, impact and responsible institution/personnel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/NO** | **Risk Name** | **Mitigation** | **Impact** | **Risk Owner (Responsible)** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Project Sustainability**

Outline the following aspects on project sustainability.

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Item** | **Description** |
|  | Involvement of internal ICT team during project/system development cycle |  |
|  | ICT Project maintenance and operations |  |
|  | User training |  |

# Project Implementation Timeline

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Time [in weeks & months] | | | | | | | | | | | | |
| Milestones | Deliverables (as per the project plan) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Approval Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Planned start date | | | <<dd/mm/yy>> | |
| Planned end date | | | <<dd/mm/yy>> | |
| APPROVAL | | | | |
| Name | Job Title | Signature | | Date |
| <<Full name of the Accounting Officer>> | <<Tittle e.g. DG, CEO>> |  | | <<dd/mm/yy>> |
| <<Full name of the Project Manager>> | <<Tittle>> |  | | <<dd/mm/yy>> |

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