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

|  |
| --- |
| **Document Title*****<<INSERT PROJECT NAME>> PROJECT CONCEPT NOTE*** ***(Under Section 24)***  |
|  |

 |

Table of Contents

[**1.** **Introduction** 4](#_Toc208911621)

[**2.** **Objectives** 4](#_Toc208911622)

[**3.** **Project Rationale** 4](#_Toc208911623)

[**4.** **Project Scope** 4](#_Toc208911624)

[**5.** **Problem/Opportunity Statement** 5](#_Toc208911625)

[**6.** **Project Implementation Mode** 5](#_Toc208911626)

[**7.** **Project Benefits** 5](#_Toc208911627)

[**8.** **Project Milestones and Deliverables** 6](#_Toc208911628)

[**9.** **Success Criteria** 6](#_Toc208911629)

[**10.** **Constraints** 6](#_Toc208911630)

[**11.** **Key Assumptions** 6](#_Toc208911631)

[**12.** **Project Financial Details** 7](#_Toc208911632)

[**13.** **Project Stakeholders Analysis** 7](#_Toc208911633)

[**14.** **Project Risk Management Plan** 8](#_Toc208911634)

[**15.** **Project Sustainability** 8](#_Toc208911635)

[**16.** **Project Implementation Timeline** 8](#_Toc208911636)

[**17.** **Approval Details** 8](#_Toc208911637)

## **Introduction**

<<Insert name of the public institution>>is a public 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 motivation of the proposed project, its expected benefits, its relationship with the institution strategy (vision, mission and objectives) and government priorities>>.

## **Objectives**

<<Insert the name of the project>> is desired to achieve <<Provide the main goal and the specific 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 your institution>><< Explain the reasons or motivation behind the project, why should the institution implement this project?>><<And what value (competitive advantage) the project will add to the institutions in terms of the of type and quality of products or services it provides and means used to provide such services. It can so be qualified in terms of income (increasing revenue or serving operational costs)>>

## **Project Scope**

<<Insert name of the project>> will involve/include the following aspects;

<<Project scope include defined features and functions of the product, or the set of activities needed to successfully implement the project. Scope involves getting information required to start a project, executes it, and the features the product or service would have to meet stakeholders’ requirements>><< Also, the scope should identify what will not be included as part of the project and the service or product to be produced>>

## **Problem/Opportunity Statement**

<<Provide the description of the existing problem, issues or gap that needs to be addressed by implementing the proposed project. Clearly explain why this is a problem, to who, to what extent, and what the ideal state would be once the project is implemented>>. This section should Clearly state “*As- Is*” Business Processes and “*To-Be*” Business Processes.

## **Project Implementation Mode**

 <<Provide details of project implementation mode, whether in-house, out-sourced, sub-contracting, or a blended approach of in-sourcing and outsourcing.

For in-house project clearly describe the implementation team and its formation.

For the Out-sourced project, explain in detail how you will obtain a vendor/contractor/consultant; whether the vendor is a local or foreign firm/consultant, and clearly articulate the reasons for type of vendor you are proposing.

## **Project Benefits**

 Outline the benefits of the project to the instructions, its stakeholders, and to Government as whole.

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

## **Project Milestones and Deliverables**

Outline key 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 of the project as whole. *(The criteria describe how the success of the project will be measured and accepted by users or key stakeholder)*

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

## **Constraints**

Describe the anticipated limitations associated with implementing the proposed project.

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Constraint Name** | **Description**  |
|  | Budget  |  |
|  | Resources (Hr) |  |
|  | Timeline |  |
|  | Technology |  |
|  | Skills |  |
|  | 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 key cost components and the budget breakdown. Subject to the nature of the project, the latter might include the cost of aspects such as development/ acquisition/ implementation, license, hardware, maintenance and support, hosting, events, and training. Also, explain the potential source of funds to support the project; whether from the institution/government budget or funded by external sources/development partners.

 **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 |  |  |
|  | Etc |  |  |
|  | Taxes (VAT or Withholding Tax) |  |  |
|  | **Grand Total Cost (Total cost + Tax)** |  |  |

## **Project Stakeholders Analysis**

 Provide a list of participating stakeholders with their roles and responsibilities and how they will be systematically engaged in the execution of the project.

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

## **Project Risk Management Plan**

Outline the list of risk associated with the project by describing their mitigation measures, impact and responsible institution/personnel

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

## **Project Sustainability**

Outline the project sustainability strategy by focusing on the following aspects on project.

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Item** | **Description**  |
|  | Involvement of internal ICT team during project/system development cycle  |  |
|  | ICT Project maintenance and operations |  |
|  | Skills and User training |  |
|  | Technology and the need for technological transfer  |  |
|  | Financial resources |  |

## **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>> |