Project plan

Use

This document provides information on the aspects that need to be developed in some depths when submitting a project idea or project draft. A list of such elements is provided as a Microsoft Word document (see http://www.quint-essenz.ch/de/tools/).

Writing a project plan

From draft project to project plan

The idea for a project will normally be sketched out in draft form (see "Draft project ") in order to have a basis for further decisions: are more investigations worthwhile and is it sensible to allocate more resources to develop this project further? In order to write a more elaborate plan, various aspects of the project idea may need developing, reflecting and more detailed planning. New elements will emerge. In order to defend a project, more research is generally needed, key stakeholders and representatives of the target groups must be contacted, possibilities for funding need to be investigated. The general planning phase of a project will be concluded when the final project plan is written and submitted as a firm proposal.

Quality criteria

Quality aspects need to be considered even at the design stage of a project. The list "Quality criteria for projects" allows early assessment of these aspects and a quality profiling of your project. Strengths and potential for improvement can thus be identified early on and adjustments or corrections may be made. When making a list of the typical elements of a project plan (see below) the third column will indicate the criteria that are of particular importance for each element.

Tools

The fourth column indicates specific quint-essenz tools and sample forms for each element. If you wish, you can list your objectives and strategies directly on the proposed planning table, join it to your project plan and simply refer to it in your document.

Remarks

Funding institutions normally demand a detailed plan in order to consider a project proposal. It is worthwhile asking early on about formal procedures. You may be requested to use pre-defined forms that may be structured differently from the examples that are proposed here.

Elements of a project plan

Basic information
Title (project)
Project manager
Phone number
E-Mail address
(Potential) responsible institution
Date/version number
Additional remarks
Summary of the principal idea of the project in 3 sentences

		Key questions	Tools
1.	**Project justification**		
1.1	Initial situation	Why was this project initiated? What are the societal, political and legal contexts?	Checklist Assessment
1.2	Need (normative)	What are the scientifically demonstrated or politically motivated problems and challenges that the project wants to address?	
1.3	Embedding	Are there more comprehensive policies, strategies or programs that are a good fit for the project and where it integrates well?	
1.4	Needs (felt or expressed)	What are the needs of the stakeholders within the settings or the needs of the target groups?	
1.5	Similar projects	Do similar projects exist? Have similar projects been researched? Can useful lessons be learned from such projects?	
2.	**Project planning**		
2.1	Vision	How do you envisage your project's contribution to long-term societal changes?	Outcome Classification
2.2	Strategies	To what extent can your project contribute to a broader strategy? How will you proceed? What is the strategic focus?	
2.3	Settings	In what settings will your intervention take place or in what settings do you wish to achieve effects? Who are the key persons in these settings?	
2.4	Target groups	What groups are you trying to reach with your intervention?	
2.5	Objectives and objective categories	By the end of your intervention, what do you plan to have achieved in the settings and in the target groups?	Planning chart Outcome Classification
2.6	Milestones	What is the timeline for your project? How often and how regularly do you plan to check on the progress of your project?	
2.7	Measures	What concrete activities will lead you to achieve the project's objectives?	
2.8	Timetable	Are you at this point already aware of any important events, dates or time constraints for this project?	

2.9	Budget	What human and financial resources are needed for your project? Who is providing these resources?	Checklist Budget
3.	**Project organization**		
3.1	Project structure	What organizations, groups and individuals are involved in your project?	Organization chart Activity distribution chart
3.2	Professional skills	What professional skills are needed for the planning, implementation and evaluation of your project? Which skills are missing in your team?	Suitability criteria for project managers
3.3	Networking	Are you planning to collaborate with other institutions, programs, projects or key persons?	
4.	**Project management**		
4.1	Evaluation	Are you planning any formative evaluation during the project's implementation phase, so that results could be used to make timely changes, if needed?	Evaluation plan Evaluation chart
4.2	Controlling	How are you monitoring your project's progress? At which time points?	Key questions Milestone meetings
4.3	Communication	How do you plan communication within the project? Who will inform about which aspects of the project, how and when?	
4.4	Documentation	How has the documentation been organized? Who will document what and how, and who can access the documents and the data?	Checklist Documentation
5.	**Results**		
5.1	Achieving objectives	How do you check the achievement of your objectives? What summative evaluation measures are planned for this?	Evaluation chart
5.2	Valorization and diffusion	How are the results and experiences disseminated and put to use?	Information strategy
5.3	Sustainability	How do you ensure the sustainability of the intervention?	
6.	**Health promotion**		
6.1	Health equity	To what extent does the project promote health equity? How do you plan to ensure that health inequalities will be reduced and not further increased?	Inequality chart Checklist Gender Checklist Migration
6.2	Empowerment	How will target groups be empowered to stand up for their own health needs and for health promoting environments? What resources ought to be particularly strengthened?	
6.3	Approach by settings	What levels (individual, groups, organization, environment, society) are included in the interventions?	
6.4	Participation	How will members of the target groups be included in the planning and implementation of the interventions?	