



Instruction

# Writing a project description

Version 3.1 (20-06-2011)

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Gesundheitsförderung Schweiz  
Promotion Santé Suisse  
Promozione Salute Svizzera  
Health Promotion Switzerland

Entry page **My domain** Quality system Projects Community Products/Services Help Search ☆ ⓘ 🔍

[Report \(selected projects\)](#) [Create new project](#)

My domain

### My projects

**Manage selection**

Cancel filter

**Tags**

All | No filtering

- Aktuell 4
- B 4
- C 4
- CAS 08 4
- D 3
- Erfurt 08 0
- MPH08 16
- client 0
- qe-team 0
- Bewegung 0
- support 0
- qe 2
- youth 0
- E 0
- quality 0
- aktiv 0
- Zürich 0
- Standard 0
- G 0
- Materialien 0
- Q 0
- A 1

**Roles**

All | No filtering

- Guest 40
- Member 162
- Owner 6
- Administrator 1

**List**

Name (Owner)	My role
■ Evaluation "Gkund und Zwäg i de Schuel" (Me)	Owner
■ Evaluation Znüni-Box (Me)	Owner
■ Gesundheitsförderung im Betrieb (Me)	Owner
■ Gesundheitsförderung in der Schule (Me)	Owner
■ Promotion de la santé à l'école (Me)	Owner
■ Tabak ist Gift (Me)	Owner

From your list of projects, first choose the one you want to describe

**Attention:** with this red symbol, you can erase data, if you are entitled to do so. Be extra careful when erasing an entire project. Along with the project, you erase ALL data linked to it (other descriptions, assessments, documents, ...)!

My domain :: My projects  
**GF Schule**

Tags: Aktuell | State (Project): private

**Project** Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

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**Basic information** ✎

Project name Gesundheitsförderung in der Schule  
 Project shortcut GF Schule  
 Description  
 Internet address  
 Start 10/01/2008  
 End 09/30/2011  
 Country Switzerland  
 Costs 25000  
 Currency CHF

---

Authorization ✎

---

Key words ✎

---

Summary (won't be displayed in public profile) ✎

---

Notes (won't be displayed in public profile) ✎

---

Preferences (Reports) ✎

You are now on the page with the meta data of the previously selected project. Now, click on 'Descriptions' in order to get to the list with the descriptions for that project.

3

My domain :: My projects  
**GF Schule**

State (Project): private

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

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**List**

Name (Version)	Profile
➔ Skizze Gesundheitsförderung in der Sc... (1)	Skizze (Planung) <span style="float: right;">✎ 🗑</span>

New description

Now click on „New description“, in order to start one.

If you do not want to start from scratch, you can copy and adapt an existing description, using the already available data as a base for the new description.

4

My domain :: My projects

**GF Schule**

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Basic information** 📄 ✎

Fields marked with an '\*' must be completed

**Template**

Category\* Standard templates ▾

Template\* Project draft (planning) ▾

**Meta data**

Description name\*

Abbreviation of description \*

Date 06/16/2011

Version

Authors

**Account periods**

Account period 1

Account period 2

Account period 3

Account period 4

In the same way as you have seen meta data for each project (name, starting date, end date), you also start new descriptions by entering the meta data.

My domain :: My projects

**GF Schule**

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Basic information** 📄 ✎

Fields marked with an '\*' must be completed

**Template**

Category\* Standard templates ▾

Template\* Project draft (planning) ▾

**Meta data**

Description name\*

Abbreviation of description \*

Date 06/16/2011

First choose a profile category:


- **Standard templates** (draft, design ... as in quint-essenz)
- **Institutional templates** (e.g. application forms used by an institution)
- **Customized templates** (tailor-made profile).

Depending on the selected category, the second drop down menu will then provide a choice of available description templates.

My domain :: My projects


**GF Schule**


Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Basic information** 

Fields marked with an '\*' must be completed

**Template**

Category\*  

Template\*  

**Meta data**

Description name\*

Abbreviation of description \*

Date

Version

Authors

**Account periods**

Account period 1

Account period 2

Account period 3

Account period 4

**Notes**

Here, you can enter dates for a maximum of 4 budgeting periods.

7

Report

My domain :: My projects :: GF Schule

**Skizze Gesundheitsförderung in der Schule**

Tags: [None]

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Assessment**

- Initial situation
- Need (normative)
- Needs (felt/expressed)
- Similar projects

**Health promotion**

- Health equity
- Empowerment
- Participation

**Project planning**

- Vision
- Settings
- Target groups
- Definition of objectives
- Procedure
- Milestones
- Measures
- Kostenschätzung

**Project organization**

- Project structure

template Skizze (Planung)

Intended purpose Planning

Date 07/18/2008

Name	Read?	Edit?	Delete?
<b>Günter Ackermann</b> - Profile   Send message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hubert Studer</b> - Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

By clicking on this symbol, the entire list can be opened (+) and closed (-).

By clicking on the title of any section, its subsections (elements) will appear or disappear, then each element can be opened and closed individually.

Traffic light system: At first, all areas appear red because all the fields are still empty. After your first entries, the colours will initially change to yellow and - once you have marked your entry as "completed" - to green.

This is the list with the relevant sections and subsections for your description (depending on selected profile). You can work through it in any order and enter the appropriate data and text.

8

## Skizze Gesundheitsförderung in der Schule

- ▣ Assessment
  - ▣ Initial situation
  - ▣ Need (normative)
  - ▣ Needs (felt/expressed)
  - ▣ Similar projects
- ▣ Health promotion
  - ▣ Health equity
  - ▣ Empowerment
  - ▣ Participation
- ▣ Project planning
  - ▣ Vision
  - ▣ Settings
  - ▣ Target groups
  - ▣ Definition of objectives
  - ▣ Procedure
  - ▣ Milestones
  - ▣ Measures
  - ▣ Kostenschätzung
- ▣ Project organization
  - ▣ Project structure

When starting a new description the following user rights are given automatically:

- **Owner & Administrators:** read, write, delete
- **Members:** read and write
- **Guests:** no rights

Check the rights of all actors and change them if needed.

Account period 3 2010

Notes

**Rights of members** ✎

Name	Read?	Edit?	Delete?
Günter Ackermann – Profile   Send message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hubert Studer – Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Skizze Gesundheitsförderung in der Schule

- ▣ Assessment
  - ▣ Initial situation
  - ▣ **Need (normative)**
  - ▣ Needs (felt/expressed)
  - ▣ Similar projects
- ▣ Health promotion
  - ▣ Health equity
  - ▣ Empowerment
  - ▣ Participation
- ▣ Project planning
  - ▣ Vision
  - ▣ Settings
  - ▣ Target groups
  - ▣ Definition of objectives
  - ▣ Procedure
  - ▣ Milestones
  - ▣ Measures
  - ▣ Kostenschätzung
- ▣ Project organization
  - ▣ Project structure

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Is there evidence or information that shows the need for the project?** ➔

Text

[No text]

For entering text, click here.

Each subsection – here "Need (normative)" – starts with a key question and provides at least one field for entering text and data.

### Skizze Gesundheitsförderung in der Schule

State: empty

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Is there evidence or information that shows the need for the project?**

Text

Save!!!

Die Gesundheit der Kinder ...

Save your text BEFORE going on to the next element!

11

### Skizze Gesundheitsförderung in der Schule

State: empty

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Is there evidence or information that shows the need for the project?**

Text

Set status to complete Report

Die Gesundheit der Kinder ...

In any part of the description: change here from "in progress" to "complete" as soon as you are satisfied with your entry. The traffic light will then change to green. For later amendments, you can revert back to "in progress" status at any time. If you retain any of your initial text, the traffic light will change to yellow again, if you delete all your previous entries, you have a blank page again and the traffic light will go back to red.

12

- Assessment
  - Initial situation
  - Need (normative)
  - Needs (felt/expressed)
  - Similar projects
- Health promotion
  - Health equity
  - Empowerment
  - Participation
- Project planning
  - Vision
  - Settings
  - Target groups
  - Definition of objectives
  - Procedure
  - Milestones
  - Measures
  - Kostenschätzung
- Project organization
  - Project structure

**Which are the target-groups for the intervention?**

Text  
[No text]

Target groups

1	Eltern	
2	Schüler/-innen	
3	Lehrpersonen	
#	New target group	

For more information, this symbol will lead you to a relevant text on the quint-essenz website.

Delete entry in list

Add new entry to the list

In some subsections (settings, target groups, objectives, budget,...) you can make your entries either in the usual text fields or you can use the provided lists or tables. When such an option is given, you should use it (e.g. for your target groups) in preference to the text field. It will later become useful for other applications.

- Assessment
  - Initial situation
  - Need (normative)
  - Needs (felt/expressed)
  - Similar projects
- Health promotion
  - Health equity
  - Empowerment
  - Participation
- Project planning
  - Vision
  - Settings
  - Target groups
  - Definition of objectives
  - Procedure
  - Milestones
  - Measures
  - Kostenschätzung
- Project organization
  - Project structure

**Which are the target-groups for the intervention?**

Text  
[No text]

Target groups

1	Eltern	
2	Schüler/-innen	
3	Lehrpersonen	
#	New target group	

Changing the order in your lists and tables is simple: just drag and drop with your mouse. The numbering will change automatically.

Set status to complete Report

My domain :: My projects :: GF Schule

### Skizze Gesundheitsförderung in der Schule

State: in progress

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Which are the target-groups for the intervention?**

Text  
[No text]

Target groups

1	Eltern		
2	Schüler/-innen		
3	Lehrpersonen		
#	New target group		

If you want to print a report, click on "Report".

My projects :: GF Schule :: Skizze

### Report

Project Members Organizations **Descriptions** Assessments Project diary Tasks Documents Links

**Report options**

**Report type**

- Text (profile based)
- Planning chart
- Evaluation chart
- Measures
- Budget

**Project data**

- Basic information
- Contact
- Summary
- Responsible organizations

**Report elements**

**Assessment**

- Initial situation and contextual conditions
- Need for the project
- Needs of stakeholders and target groups
- Similar projects (own or third party)

**Health promotion**

- Health equity
- Empowerment
- Participation

**Project planning**

- Vision
- Settings

Here is a list of the available types of reports.

Select the elements and generate the report.



## Skizze Gesundheitsförderung in der Schule – Gesundheitsförderung in der Schule

### Project data

#### Basic information

<i>Name</i>	Gesundheitsförderung in der S
<i>Shortcut</i>	GF Schule
<i>Start</i>	10/01/2008
<i>End</i>	09/30/2011
<i>Costs</i>	25000 CHF
<i>Country</i>	Switzerland

A report based on your entered data will automatically be generated and will appear in a new browser window or browser tab. Should you add or change existing data later on and then generate a new report, these changes will of course be integrated.

#### Contact

Hubert Studer

#### Summary

Im Projekt Gesundheitsförderung in der Schule werden Entwicklungsprozesse in den Schulen des Kantons Schwyz initiiert und begleitet, die zu einem sorgsamem Umgang mit der eigenen Gesundheit bei allen Anspruchsgruppen führt.

#### Responsible organizations

##### Erziehungsdirektion des Kantons Schwyz

*Role in project*

*Address* 8006  
Zürich

##### Gesundheitsförderung Schweiz

*Role in project*

*Address* n/a