A picture containing text, clipart

Description automatically generated**TEMPLATE 1.2:**

|  |  |
| --- | --- |
| **Workplace Project: Final Draft** | |
| **Section Component** | Review each row in the table and replace the sample text with your specific project details, ensuring that the project title, overview, background, rationale, key objectives, and expected outcomes are clearly defined and aligned with the SMART criteria (Section1.1). Once completed, review your table to confirm that all entries are concise, comprehensive, and effectively communicate your project's purpose and goals. |
| **Project Title** |  |
| **Project Overview** | **Provide a concise summary of the project, its purpose, and overall concept.** Example: "This project aims to implement a new digital filing system to improve administrative efficiency at our school." |
|  |
| **Background Information** | **Provide context or history that led to the initiation of the project.** Example: "Due to increased paperwork and outdated filing methods, our school has experienced delays in administrative tasks. This project addresses those challenges." |
|  |
| **Project Rationale** | **Explain why this project is important and the problem or opportunity it addresses.** |
|  |
| **Purpose and Need** | **Describe why the project is necessary and what specific need it fulfills.** Example: "The new system will streamline document management, reduce errors, and enhance communication among staff." |
|  |
| **Alignment with School Goals** | **Explain how the project supports broader school or departmental objectives.** Example: "This initiative aligns with our school’s goal of embracing technology to improve operational efficiency." |
|  |
| **Key Objectives** | **Outline the main objectives of the project.** Example: "Implement a fully operational digital filing system by the end of the academic year, reducing document retrieval time by 50%." |
|  |
| **Expected Outcomes** | List the anticipated benefits and impacts for the school, staff, and students. Example: "Enhanced efficiency in document management, improved data security, and better collaboration among administrative teams." |
|  |

Sign: ........................................................................... Date: ...................................................