## jkkk

**Project Proposal**

[](http://sharepoint.apps.anz/teams/InCoT/Playboxlibrary/Plyabox%20illustration%20library/Volunteer_Blue.png)

**For Corporate Social Responsibility Compliance Projects**

**ANZ Support Services India Private Limited**

**&**

**ANZ Operations & Technology India Private Limited**

**Guidelines to complete the project proposal template**

1. Please do not modify the template, do not delete/add any rows
2. Please try to be as specific as possible and detail the document to meet the objectives
3. In case you need to share any other information missing from this document, please send as a separate attachment however try to avoid sending attachments unless otherwise mandatory.
4. Please use same fonts (Verdana style font size 10 to provide your details)
5. Please do not leave any row empty, in case the data is not available or not relevant to the project please type in “ Not Available” or “Not Applicable” and mandatorily provide justification as to why it is not available or not applicable.

**PART A - HIGH-LEVEL DETAILS**

|  |  |
| --- | --- |
| **Project Name / Title** |  |
| **NGO Project Coordinator Name** |  |
| **Due-Diligence Completed with ANZ** |  |
| **Goal of the project** |  |
| **Top 3 Objectives of the project** |  |
| **Geographical Area Where Project will be implemented** |  |
| **High-Level Scope of the Project in 3 to 4 lines** |  |
| **Summary of the project in a paragraph (not more than 7 lines)** |  |
| **Social Impact due to project implementation with clear metrics/numbers where possible (No. of lives)** |  |
| **Duration of the Project** |  |
| **Key Issues & Risk Associated with the Project** |  |
| **Estimated Cost in INR** |  |
| **Voluntary Opportunities available for ANZ Staff** |  |
| **Is it first time execution of this type of project** |  |
| **If a similar project is executed & supported for other organizations in the past, please provide example with organization name** |  |
| **If a similar project is executed in the past, list key challenges faced and lessons learnt** |  |

**PART B – DETAILED LEVEL DETAILS**

|  |  |
| --- | --- |
| **Project Description** | |
| **Situation Analysis** |  |
| **Needs Assessment** |  |
| **Target Group** |  |
| **Detailed Scope of the Project** |  |
| **Detailed and measurable Social Impact** |  |
| **Detailed and measurable Economic Impact** |  |
| **Detailed Project Plan** |  |
| **Project Execution & Implementation Approach** |  |
| **Detailed Quality Measures that will be followed during project execution** |  |
| **Detailed Quality Metrics** |  |
| **Project Performance Measures and governance** |  |
| **Implementation Schedule** |  |
| **Funding Schedule** |  |
| **Operational Sustainability Measures after Implementation** |  |
| **Project Success Factors** |  |
| **Detailed Project Risks & Mitigations** |  |
| **Detailed Project Issues and mitigations** |  |
| **Detailed Dependencies & Mitigations** |  |
| **Detailed Budget Requirements in a tabular format** |  |