



LOGO

dreamtime-logo.png

Dream Team Technologies Limited

Donor Pack — Dream Time Stories High Output Program

Target: 96 stories per year (8 stories per month) | Formats: PDF/eBook-ready + narration scripts

Program period	12 months
Annual output	96 children's stories (0-3, 4-6, 7-10 age bands)
Annual budget	PGK 475,200 (includes 10% contingency)
Reporting	Monthly updates + quarterly reports + annual report
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1. Executive Summary

Dream Team Technologies Limited (Papua New Guinea) is seeking donor support to deliver a high-quality, high-output children's content program under the Dream Time Stories brand. The program will produce 96 bedtime-friendly fantasy stories per year, packaged in publishing-ready formats (PDF/eBook-ready files) with narration scripts suitable for audio or video production. The goal is to provide calming, imaginative, age-appropriate stories that support early learning and healthy bedtime routines.

2. Program Overview

What we will deliver: monthly story releases across age bands (0-3, 4-6, 7-10), bundled into periodic packs and annual collections. Deliverables will be fully edited, quality checked, consistently branded, and packaged for families, schools, and partners.

Primary deliverables

- 96 final stories (8 per month) with editing and QA
- PDF/eBook-ready exports (per agreed pack structure)
- Narration scripts for each story (voice-ready)
- Optional multimedia templates for YouTube episode production

3. Annual Budget Summary (PGK)

Budget Line	Monthly (PGK)	Annual (PGK)
Story Writing & Editing	8,000	96,000
Illustration / Artwork	12,000	144,000
Layout & Design	4,000	48,000
Narration Script Packs	2,000	24,000
Video / Multimedia (Optional)	3,000	36,000
Platform & Hosting	500	6,000
Project Mgmt & Quality Control	3,500	42,000
Monitoring, Evaluation & Reporting	1,500	18,000
Outreach & Distribution	1,500	18,000
Subtotal	36,000	432,000
Contingency (10%)	3,600	43,200
Total Annual Program Cost	39,600	475,200

Note: Costs can reduce if illustration volume per story is bundled or simplified, or if multimedia is excluded.

4. 12-Month Delivery Timeline

Phase	Activities
Month 1 — Setup	Confirm targets, style guide, templates, production calendar, reporting schedule.
Months 2-3 — Cycle 1	Monthly releases, illustration + layout, pack exports, Quarter 1 report.
Months 4-6 — Cycle 2	Steady monthly production, improvements, optional multimedia templates, Quarter 2 report.
Months 7-9 — Cycle 3	Monthly releases, bundle collections, distribution activities, Quarter 3 report.
Months 10-11 — Final Production	Final monthly releases, annual collections, standardize files, prepare annual report.
Month 12 — Annual Report	Annual report + outputs register + financial summary + Year-2 plan recommendations.

5. KPIs (High Output Program)

KPI Category	Indicator	Target	Measurement
Content Production	Total stories produced	96 stories/year	Approved final story files
Content Production	On-time delivery	>= 95%	Monthly production log
Quality	Edited & QA approved	100%	QA checklist sign-off
Quality	Publishing-ready outputs	100%	Export verification checklist
Multimedia	Narration scripts delivered	96 scripts	Delivery register
Governance	Monthly updates	12 updates	Email/report archive
Governance	Quarterly reports	4 reports	Signed submissions
Financial Control	Spend within budget	+/- 10%	Budget vs actual review

6. Quarterly Reporting Checklist

Quarterly report contents	Financial summary
<ul style="list-style-type: none"> Executive summary (1 page) Outputs delivered (list + totals) Sample pages / selected previews KPI status (traffic-light summary) Activities completed vs planned Challenges/risks and mitigation actions Next-quarter production plan 	<ul style="list-style-type: none"> Quarterly expenditure summary Budget vs actual comparison Variance explanations (if any) Updated forecast (if required) Deliverables pack (ZIP) if applicable Optional donor briefing call

7. Risk Register (Donor-Friendly)

Risk	Like.	Imp.	Mitigation	Owner
Schedule slippage due to revisions	Med	Med	Lock monthly scope; weekly check-ins; keep a 10% contingency buffer.	Project Lead
Illustration bottleneck / delays	Med	High	Batch illustration; standardize style; prioritize covers; maintain backup capacity.	Art Lead
Quality issues (typos/layout)	Low	High	QA checklist; version control; final proof before export; sample reviews.	QA Lead
Device/internet interruptions	Med	Med	Offline-ready workflow; backups; low-bandwidth transfer; scheduled uploads.	Operations
Budget variance	Low	Med	Monthly budget vs actual review; approve scope changes; use contingency responsibly.	Finance/Admin
Distribution challenges (schools/partners)	Med	Med	Coordinate early; simple distribution plan; digital bundles; track reach.	Outreach
Safeguarding & child-safe content	Low	High	Age-appropriate guidelines; review sensitive themes; parent/school-friendly standards.	Editorial

8. Impact Story (Template)

Use this one-page template to show a simple human story of benefit. Update with real names (or initials) and a photo caption (with permission).

Title	A calm bedtime routine for a Grade 1 learner
Context	A child in PNG struggles to sleep early and concentrate at school due to late bedtime routines.
Intervention	Family receives Dream Time Stories pack (age-appropriate) with a simple bedtime reading guide.
Outcome	Improved bedtime routine, calmer evenings, better focus at school; child requests reading nightly.
Evidence	Parent/teacher quote (1-2 sentences) + a simple before/after note.
Photo (optional)	Photo caption: child reading (or a symbolic image). Always use consent.

9. Contact

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