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1 Project Overview

- Organisation
- Author(s)
- Team/Unit/Department
- Internal Project Id
- Project type
- Current phase

Enter your data into the table as applicable.

Organisation	organisation name here
Author(s)	author name here
Team/Unit/Department	info here
Internal Project Id	info here
Project Type	info here
Current Phase	info here

2 Executive Summary

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3 Project Mandate

- Why has this project been initiated?
- Briefly explain the rationale for the initiation of this project.
- What priority issue(s) does this project address and how does the project align with the organisation strategic priorities and plans?
- Priority issue
- Organisational priority
- Plans

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4 Needs Assessment

- Describe the issue or problem that this project aims to address.
- What evidence is there to substantiate the issue or problem?
- Who does this issue or problem affect? are there any population groups that are particularly affected?
- What are the key contributing factors or root causes of the issue or problem?
- What lessons can be learnt from the evidence? include examples of approaches or solutions that have been implemented to address the key contributing factors in relation to this issue and critically reflect on what contributed to their effectiveness or lack of effectiveness.
- Summarise the rationale for proceeding with this project based on the needs assessment.

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5 Approach

5.1 Target Groups

- Briefly describe the target group(s) this project will be aimed at. include a rationale for why they were selected.
- If relevant, select one or more geographical locations and/or settings for this project.
 - Geographic location
 - Setting
- Define one or more target group demographics for this project. Enter information into the table below.
 - Life course
 - Gender
 - Ethnic background
 - SES status
- What opportunities or capacities already exist within the target group(s)?
- How will the target group and community stakeholders be encouraged to actively participate and engage with the project?

Lifecourse	Gender	Ethnic Background	SES Status

5.2 Ethics and Equity

- Does this project require ethics approval?
- Describe the steps that have been taken to ensure that this project is equitable and ethical.
- Does this project require health impact assessment?

5.3 Models and Frameworks

Identify the models and/or frameworks that apply to this project. Include a rationale for why they were selected. Explain the Model/Framework

6 Goals

Define the project goals

6.1 Objectives

Define project objectives

6.2 Strategies

What strategies are going to be employed?

6.3 Tasks

Complete the following table.

Who	
Due By	
Priority	
Task Status	

7 Evaluation Framework

ifdraft Complete the following table. You may need to copy and duplicate to cover all areas.

Performance Indicator	Evaluation Methods	Findings

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8 Project Schedule

8.1 Initiation

Complete the table. You may need to copy for more than 1 milestone.

Milestone	Initiation
Start date	
End date	

8.2 Planning

Milestone	Planning
Start date	
End date	

8.3 Implementation

Milestone	Implementation
Start date	
End date	

8.4 Completion

Milestone	Completion
Start date	
End date	

9 Key Stakeholders

- Identify the project's key stakeholders;
- their potential involvement, expectations and their information requirements.
- can be put into table for simplification

Name	Sector	Type	Engagement Level	Key Interests and Issues	Action and Communication

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10 Tasks

Task	Who	Status	Due Date	Priority	Relates To

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11 Notes

Complete the following table, adding as necessary

Author	Date	Note Type

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12 Risks and Constraints

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13 Project Evaluation

How and to what extent did the project reach all of the intended target groups?

Target Group	Planned Reach	Actual Reach	% Reach

Summarise the overall strengths and weaknesses of the project's strategies.

How and to what extent were the strategies completed and implemented as planned?

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14 Outcome Evaluation

Outcome evaluation measures the project's overall success against the project goal(s) and in most cases it measures the long-term effects of the project, however this depends on the timeframe specified in your SMART project goal(s). Not all projects will go on to be evaluated for their long-term effects or outcomes.

Is outcome evaluation being conducted for this project?

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15 Recommendations

Should this project be implemented again? Write a rationale for your recommendation.

Reflect on the lessons learnt during the project -

- what worked well,
- what didn't work well and ways to improve.
- Include a list of actionable recommendations if relevant.

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16 Attach Supporting Documentation

If the documents are electronic pdf, they can be attached. If scanned images, can be embedded as images. You will need to learn how to do this.

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17 Working On This Document

17.1 Required Software

You will need to have installed the following Free and OpenSource Software:

- the template for this document is available from <https://github.com/morpheusbeing/qipps>
- L^AT_EX 2_ε typography and typesetting language using TeXlive[6], packages are available for MS Windows, Gnu Linux and Apple MACOSX.
- editing with TeXstudio[7].
- bibliography management with JabRef[3] which also needs latest version of Java Runtime to be installed.
- if you require images, you will need GIMP[1] and Inkscape[2].
- for statistics and charts you will need RStudio[5] and R[4].

Please ensure that you download and install in the order given in the above list.

17.2 Editing

- Make sure you add your references to quipps.bib using JabRef as you go.
- Using TeXstudio, set quipps.tex as the root document using Options->Root Document->Set Current Document
- Edit the header and footer sections as required to reflect the project name, organisation name etc.
- Edit each file as required adding your content answering the questions, following the guidelines.
- Compile and create pdf document by clicking on the double green arrow. Sometimes you may have to use Tools->Bibliography to solve problems with getting the references correct.
- To get the page number of maximum page number, please build at least twice to set all the required variables.
- When you are happy with the Draft and ready for final output, edit the top lines in quipps.tex where indicated to change from draft to final version.
- Repeat as necessary.

References

- [1] GIMP Development Team. *GIMP - Gnu Image Manipulation Program*. 2016. URL: <https://www.gimp.org>.
- [2] Inkscape Development Team. *Inkscape*. 2016. URL: <https://www.inkscape.org>.
- [3] JabRef Programming Team. *JabRef*. 2016. URL: <https://www.jabref.org>.
- [4] R Programming Team. *R - language and environment for statistical computing and graphics. It is a ... simple and effective programming language*. 2016. URL: <https://www.r-project.org>.
- [5] RStudio Development Team. *RStudio - A powerful and productive user interface for R. It's free and open source, and works great on Windows, Mac, and Linux*. 2016. URL: <http://www.rstudio.com>.
- [6] TeXlive Users Group. *TeXlive*. 2016. URL: <https://www.tug.org/texlive/>.
- [7] TeXstudio Development Team. *TeXstudio*. 2016. URL: <https://www.texstudio.org>.

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