ELABORATION OF PROJECTS RESEARCH, DEVELOPMENT, INNOVATION

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PRACTICAL GUIDE TO WRITING PROJECTS
The main terms of the process of writing project proposals
- ■**Indicators** - those elements of the project purpose and results that translate into measurable units (quantity and quality) and thus provides the basis for measuring the impact.
- ■ **Inputs -** investment of resources (human, material and financial).
- ■ **Product –** results.
- ■ **Activity Plan** - a description of the conduct, timing and responsibility for the operation.
- ■ **Resource Plan -** A description of how the resources shall be used in relation to their activities.
- ■ **Graphic -** a specific pattern of activity plans that illustrate how to interconnect activities.
- ■ **Income** - funds for the project.

Stages and elements taken into consideration
Identify the purpose, objectives, expected results and of the target group:
- Project conditions
- Purpose and objectives defined
- The vision of the organization
- Expected short-term and long-term
- The project beneficiaries
- The issues solved by the project.

Content of the project
- Theme and the main issues covered
- The methods chosen to achieve goals and objectives
- The implemented activities
- Other needs for continuing the project.

Location (s) and scheduling project activities
- Location of different activities
- Duration of the project
- Start and end dates of the project
- Scheduling individual activities
- Project deadlines added.

Resources
- human Resources
- financial Resources
- Infrastructure.

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Sources of Income
- The total budget of the project
- Detailed budget on activities and costs
- Rate and their own contribution
- Financers and potential income sources.

Description implementing organization and partners
- Description of the implementing organization
- Capacity and capability analysis
- Description of the partners
- Partners' capacity and capability analysis.

Team and project management
- project Coordinator
- Communication of project team
- Practice and communications strategy with the external environment.

Monitoring, evaluation and follow
- Criteria for success
- Methods and terms of monitoring and evaluation
- Future plans and next.

Once you have set up, project proposal writing can begin.

The key decision to be taken at this stage is structure of the proposal (including the content and length).The structure is determined by the nature of the project and the requirements of funding agencies. The variety of formats, application forms, generally for project design instructions to grant funding, it is possible to detect some common elements.

WRITING THE PROPOSAL

Page title

A title page should appear in the proposal more than three or four pages. Title page should indicate the title of the project, the main organization name (and potential partners, if any), place and date of preparation of the project and the name of the donor agency which it is addressed the proposal.

Project title

Project title should be short, concise and preferably refer to a specific key outcome of the project or its main business. Titles that are too long or too general fail to suggest the reader that contains the project.

Contents page

If your proposal is more than 10 pages, it is good to include a table of contents at the beginning or end of the document. Page content helps readers to easily find relevant document appears. This page should contain the title and beginning page number of each section of the proposal.

Summary

Many readers do not have time to read the whole proposal. Therefore, it is useful to insert a summary. The summary should include:
• the problem;

• project objectives;
• organizations that will implement the project;
• Key activities of the project;
• Total project budget.

Theoretically, the abstract should be made after the relevant sections already in extended form. For a small project, the summary can not be longer than 10 lines. Larger projects often have long two-page summaries.

Context

This part of the project describes the social, economic, political and cultural time of initiating the project. This description should include relevant data from research conducted in the planning phase of the project or collected from other sources. The writer should consider the need for balance between the length of this section and the size of the project proposal in full. Large amounts of relevant data should be placed in an appendix.

Project justification

Argument should be provided to the project. Because of its importance, this section is usually divided into four sections.

The problem formulation

The problem formulation provides a description of the problem (s) specific project is trying to resolve, in order to support the project. Furthermore, the project proposal must show why a particular issue is a problem for the community or society, ie the negative implications affecting the target group. There must be also an explanation of the needs of the target that occur as a direct consequence of the problem described.

Priority needs

The needs of the target group that occur as a direct negative impact of the problem, must be prioritized. You must also include an explanation of how this decision was made (what criteria were used).

The proposed approach (type of intervention)

The project proposal should describe the strategy chosen to solve the problem and how it will lead to improvements.

Implementing organization

This section should describe the capabilities of the organization by referring to its capacity and past projects.

Describe what your organization is best suited to lead the project, its connection with the local community, customers expert organization and what the organization can offer. If you are involved other partners, provide information about their ability.

• The project objectives

The first issue that needs attention is the appointment targets. Hierarchy of objectives should be set and the number of hierarchy levels. In reality, an organization must have already solved this problem in the planning phase of the project.

• The purpose of the project (or overall objective)

This is a general purpose must explain the main problem and why the project is important, meaning what are the benefits of the target group on long-term.

• The project objectives
Objectives should address the main problem in terms of the benefits that will be provided to beneficiaries or target group as a direct result of the project.
The project objectives provide a more detailed division of the project scope. A project will often have multiple objectives.

• The project results
The results describe the services or products to be provided to beneficiaries. These are what the project management promises to deliver. The results are detailed the objectives, scope and that it should be possible to measure by objective indicators. Thus, these areas should be given special importance. Results should address the main causes of the problem facing the target. To ensure relevant results, project management must be clearly identified needs of the group.
Indicators project team quantified basis to evaluate the project's success in achieving the objectives.
Specification of indicators is to check the viability of the project outcomes and goals. This forms the basis for a project monitoring system. Once indicators are defined, they should be developed in such a way as to provide details of quantity, quality and time.

• Target group
Define the target group and what benefits will it show the project. The project should provide a detailed description of the size and characteristics of the target group and especially the direct beneficiaries of the project. Criteria for analysis of the target group can be ethnic composition, gender, age, etc.. When this analysis is developed, it can be attached as an annex.

• Implementation of the project
The implementation plan must describe the activities and resource allocation as detailed as possible. It is extremely important to provide a clear picture of who is implementing project activities, when and where.
Implementation plan can be divided into two key elements: the work plan and resource plan.

• Activity Plan (agenda)
The business plan should include specific information and explanations for each project activity. Project duration should be clearly established, with considerable detail for the beginning and end of the project.

• Resource Plan
Resource plan must provide information on the means necessary for the project. The categories of costs are set at this stage to accumulate information about the composition costs budget.
The next step is to identify units, quantity and estimated cost during the unit. Based on these figures, will be easy to calculate costs and costs of the project period. This type of planning helps us to plan and calculate all costs related to project activities.

• Budget
In simple terms, a budget is a summary of income and expenditure expected itemize of the organization in a specified period. Forms budget and financial planning procedures are

very different. It is however essential that financial managers meet the exact requirements of reporting and budgets of donor organization.

The two main elements of the budget are income and expenses.

The Incomes consist of the sum of financial assets and in-kind contributions used as sources to support the project. If the funding source is unique, the income should not be shown in the budget. However, many projects have more than one source of support. The income must show the contribution of each source.

Expenses (also called cost) are all costs anticipated for the project. Regardless of the calculation and classification criteria used, project costs must reasonably reflect the activities in the proposal.

• Monitoring and evaluation
The basics monitoring shall be made in establishing indicators for results.
The project proposal must indicate:
- How and when the project management team will conduct monitoring of project progress;
- What methods will be used for monitoring and evaluation;
- Who will do the evaluation.

• Reporting
Project progress and financial report can be specified in the project proposal. Often these requirements are determined by the requirements of the standard donor agency. The project report can be prepared in different versions, depending on the target audience.

•Management and staff
You have done a brief description of the project staff, the individual roles has each one assumed and communication mechanisms that exist between staff. All additional information (such as CVs) should be attached as annexes.

•Annexes
Annexes should include all relevant information, but too large to be included in the proposal. This information may be made phase identification and project planning, but often occurs separately. Usually the documentation attached to the project proposal:
- Analyze the overall context;
- Policy and strategy documents;
- Information about the implementing organizations (annual reports, success stories, brochures and other publications);
- Information on the structure and project management personnel (curriculum vitae for project team members);
- Map of the location of the target area;
- Procedures and forms for project management (organizational charts, forms, etc).

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