# TEMPLATE PROJECT OVERVIEW

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| **Part** | **Questions** | **Your idea** |
| **Project description** | * What is the context of your project idea?
* What specific needs do you address with your project?
* To which issues or problems of the present time does your project want to give an answer?
* What are the objectives of your project?
* What results do you want to achieve by the end of the project?
* Who is involved in the project apart from your organisation? (e.g. other partners, participants, stakeholder, etc.)
* What is the target group of your project?
* In which way is your project innovative or complementary to other projects?
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| **Management procedures** | * How are you going to share the responsibilities and tasks with your partners?
* How will you communicate within the project partnership?
* Will you meet the other partners? How often? Online or offline?
* In which way are you going to manage the time and budget of your project?
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| **Implementation** | * How will you make sure that the project reaches its results?
* What are the specific project activities to achieve the planned results?
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| **Monitoring/ Evaluation** | * How are you going to monitor the progress of the project and the quality of the results?
* How will you evaluate that your project reached the expected objectives?
* How are you going to measure the quality of your project results?
* Which risks could arise during the lifetime of your project and how are you going to tackle them?
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| **Dissemination** | * How are you going to disseminate the project?
* What are the target groups of your dissemination?
* What kind of dissemination activities will you carry out throughout the lifetime of your project to share the project results?
* How are the project results made available to others?
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| **Impact** | * What is the impact of your project on the target group/ the organisation/ the partners?
* What is the long-term impact of your project?
* How are you going to measure the impact?
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| **Sustainability** | * How will you ensure the sustainability of your project and its results?
* Can your project results be transferred or adapted to other contexts?
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