# 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? |  |
| **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? |  |
| **Implementation** | * How will you make sure that the project reaches its results? * What are the specific project activities to achieve the planned results? |  |
| **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? |  |
| **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? |  |
| **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? |  |
| **Sustainability** | * How will you ensure the sustainability of your project and its results? * Can your project results be transferred or adapted to other contexts? |  |