

Project Development Template



This template is a simple tool to assist in the development of a new 13 Houses project in your country/area. The purpose is to make clear the aims and objectives of your project as well as to help you think through the more technical aspects involved e.g. how does the project fit within existing structures, how will it be managed, what will it cost etc. If you would find it useful for a member of the FHA to look at your ideas and act as a critical friend, please fill in your contact details and send the form to homeless@famvin.org.

The first section (pages 1-2) ask questions to help you to think about your project idea in more detail. Most questions will be relevant for the development of any new project; however, you may not be able to answer each one at this point in time and some you may have to consider at a later stage.

The second section (page 3) will be helpful once you have decided on the project and it is time to implement concrete actions. By planning activities from start to finish, you will be able to:

- determine what single steps you have to take to successfully complete an activity
- understand whom you will need to get involved
- assign a name as to who is leading on each activity

This tool will also help you to be realistic about the time that is needed to complete any activity and develop a new project.

PROJECT NAME :	COUNTRY / REGION :
Lead person/branch:	Contact details:

1	Scope	Brief description of the aims and objectives of the new project.
2	Vision/ Mission/ Values	What are the projects Vision/ Mission/Values? Is this under the umbrella of a member(s) of the Vincentian family?
3	Beneficiaries	Who is the project aiming to support?
4	Need	Why is this project needed? What research exists in this area? How does the project meet a current gap in the provision of support to the homeless?
5	Beneficiary involvement	How will beneficiaries be involved in the project? Do they have an active role in planning/delivering the project? How will you engage them?
6	External Stakeholders	Who are the key external stakeholders you will need to make the project work? Local Government, funders etc?
7	Targets	What are the short and longer term targets/objectives for this project and how will they be monitored?

Project Development Template



8	Management	How will the project be managed throughout the development process? Who will take responsibility for the project in the longer term? How will the project continue to involve the Vincentian Family?
9	Financial Viability	Are there any capital requirements and if so how will they be met? What are the revenue requirements and how will these be met? How will you create a fundraising plan to meet these deficits?
10	Legal	What are the legal implications in relation to this project (eg leases, legal agreements)? – note also point 6 above
11	Premises	Where will the project be located? Are there implications for disability access?
12	Partnerships	Who will be involved from the Vincentian Family? Will there be other partners involved, for example specialist services in health that might compliment the work? Do you need to establish partnership protocols and agreements?
13	Volunteer and Community Participation	What is the volunteering/community participation strategy? How will we ensure the effective transfer of Vincentian values and professional expertise?
14	Timescale	When is the project likely to open, and how long will it run for?
15	Risk Assessment	What are the key risks to the successful implementation of the project? How will they be mitigated?
16	Information	What other information is required to take the project forward?
17	Budget	How much is the development and running of the project going to cost? Budget should be attached.

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Draft Project Plan

Activity	Lead	Jan-18					Feb-18				Mar-18				Apr-18					...					
		w/c 1.1.	8.1.	15.1.	22.1.	29.1.	5.2.	12.2.	19.2.	26.2.	5.3.	12.3.	19.3.	26.3.	2.4.	9.4.	16.4.	23.4.	30.4.		
<i>List every activity that needs to be completed to develop the project (you can check if you have forgotten anything by working backwards from the objectives to the start, always asking yourself: What will I need to be done to get to this point?). Add sub-activities if needed. E.g.:</i>	<i>Be clear about who is responsible for the completion of each task</i>		<i>Use a different color to highlight when an activity is carried out. You can also include the deadline and output. If it is a short-term project, you may want to consider a break-down of tasks by day.</i>																						
Assessment of needs of refugees in our community	Mahala, Zara, John													4.4.											
<i>Arrange discussion round with refugees</i>	Mahala																								
<i>Organise venue and time for discussion</i>	Mahala							21.3.																	
<i>Develop an invitation (email and print)</i>	John								9.3.																
<i>Distribute invitation</i>	John										23.3.														
<i>Hold discussion round</i>	Mahala												30.3.												
<i>Collect thoughts of refugees during discussion</i>	Zara												30.3.												
<i>Write up thoughts and feedback about needs</i>	Zara													4.4.											
Development of project idea	Mahala, Zara, John																25.4.								
<i>Brainstorm potential ways to address the discussed needs</i>	Mahala, Zara, John													10.4.											
...																									
...																									