Tool 10: Finalise the project concept with partners

Once you have identified your future project partners, it is essential to jointly refine your initial project idea in order to reach agreement on the goal that you will work towards together. Accordingly, this last step in Module 1 is to reach agreement about the project with your partners.

In this respect, a brief summary of the project’s key elements as objectives, partnership, main activities and expected outputs and results, as well as a preliminary budget framework (including expected funding), should be determined and form the basis of any further agreements with your project partners. Agreeing on a joint project description allows a mutual understanding of the project to be established, which is also important for external communication with stakeholders. The following template serves as an example of a general structure. When filling it out, make sure that the project summary is clearly worded and self-explanatory.

|  |  |
| --- | --- |
| **Project description** | **What problem(s) will the CBC project address?**  |
|  |
| **What are the objectives of the CBC project?** |
|  |
| **What are the expected outcomes and results of the CBC project?** |
|  |
| **What is the target group of the CBC project?** |
|  |
| **Partnership** | **How are the project partners organised (lead partner, roles, expertise, contribution to the project)?**  |
| Partner | Role | Expertise/experience | Contributes to activity |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Stakeholders** | **Who are the project’s stakeholders and how are they engaged?** |
| Stakeholder | Engagement | Responsibility |
|  |  |  |
|  |  |  |
|  |  |  |
| **Budget** | **What are the first estimates of the CBC project’s budget?**  |
| Activity | Description | Anticipated costs |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total  | EUR |

Source: GOE FP based on [1, 2]

References

[1] European Commission. PM². Project Management Methodology. Guide. Brussels: European Commission, 2016.

[2] INTERact. Project management handbook. n.d.

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