➢ A project proposal should be **unique** to each project. The format for the proposal slightly varies as per the funding agency guidelines.

➢ But before you begin, you need to understand the mind of the people who will benefit from your project output. They'll have many questions, and you want to make sure all those are answered in your project proposal document.

STEP -1

- **What's the problem you're trying to solve?**
  Ans: Problem statement should provide clear and concise description of the issues that need to be addressed.

- **How does the project align with your organization's overall strategic goals?**
  Ans: Objectives provide a list of goals that will achieve through the proposed research.

- **What are the benefits for the user?**
  Ans: List out the benefits for the focused groups or society under the project benefits.

- **What metrics will you use to measure success?**
  Ans: This metric looks at overall deliverables and capabilities of the proposed project.

- **What are the deliverables?**
  Ans: Project deliverables are the output from the project towards the successful completion of the project. They can be anything from an end product, a process, an outcome, or they can also be the tasks within the project management plan.

STEP - 2

➡ **What is the timeframe, what are the deadlines and how do you plan to meet them?**

Ans: Time is the number of man hours needed to complete a task, i.e. the actual time that is spent on working on the project. Time can be measured in people hours, days or weeks. In order to estimate the duration of a project, the project manager will have to determine the time frame of the whole project.

➡ **What are the resources you'll need to get the project done on time?**

Ans: Project resources are the people, equipment, and/or material goods required for the successful execution and completion of a project. In a nutshell: project resources are what you depend on to get the work done.

➡ **What's the project budget?**

Ans: Project budget determines the total amount of money that is allocated for the project. The project budget has been estimated by the project manager and or the project team. The budget is an estimate of all the costs that is required to complete the project.

STEP - 3

▶ **What are the risks and issues?**

Ans: Estimate the potential risks along with probability of occurrence, potential impact and plan of action to minimize the chance of risks and issues that may change the project duration.

▶ **Who are the people responsible for the project proposal and what are their roles?**

Ans: Project Manager and team members are primarily responsible for the completion of the project as planned. Depending on the type of project organization, they usually play a lead role in the overall planning, executing, monitoring, controlling, and closing of the project.

▶ **How will the project be reported?**

Ans: Project reporting is in the form of formal and informal reports to communicate the status of the project to the local authorities and to the funding agency. It's the way to manage expectations from stakeholders and team members. It will be in line with the scope, time and budget of the project proposal.

STEP - 4

A project proposal generally has the following parts:

➡ **Executive Summary:** Write this as attractive as possible it should sketch out the project in a way to hook and divert the attention of the sponsor.

➡ **Earlier work (National/ International)** : Give the context by providing the work done by others on similar topic. Provide any precedents and how they can help your project's success.

➡ **Requirements**: Describe in detail the problem of the project and what are the opportunities and advantages.

➡ **Solution**: Explain your plan to solve the problem during the project execution.

➡ **Authorization**: Acknowledge the people who have given authorization and support throughout the project.

➡ **Appendix**: Attach any related papers supporting your proposal.

STEP - 5

Plan Ahead

➡ First, think of a problem as a project (albeit a small project). Apply all the management skills and experience you have towards defining the steps involved in converting the problem as a proposal, including how long it'll take and what resources you'll need to accomplish it.

➡ The best proposals are well researched ones, for example, from your own earlier publication. Include time required for research, as well as delays for getting data. Make sure you plan well for the presentation before the experts. Be prepared and open for the new ideas during presentation before sponsors or executives. Be sure to have knowledge on preliminary work done on the proposal, such that you can speak intelligently about it.

➡ Finally, give yourself time to get feedback, from mentor or from sponsor while you're drafting and developing the proposal. Ask trusted advisers to review your idea on draft proposal and do mock presentations. Make sure you leave yourself time to incorporate feedback, too.

THANK YOU