**PROJECT PROPOSAL & PLAN**

<Project Title>

<ORGANIZATION NAME>

<ADDRESS>

<CITY>

<COUNTRY>

<DATE>

How to use this template:

1. This template has been prepared for the Quality Improvement Project Proposal and Plan. It can be used by any individual or a team that will undertake the project to be submitted and presented at the International Nursing Conference in Duhok on 3-5 March 2020.
2. The template contains the suggested main sections of the project proposal and plan but can be adjusted if needed. The template contains information and instructions in **GREEN** colour font that should be deleted when the document is complete.
3. The template contains sections in **RED** colour that the author/s should replace with their own information such as the project title.

1. **INTRODUCTION**

This section provides general information about an area of nursing the project is related to, what the proposal will contain, and an organization in which the project will take place.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROBLEM**

This section briefly defines the problem that the proposed project will deal with. It should not describe how the problem will be addressed, only what the problem is.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT AIM & GOALS**

This section describes the main project aim and objectives.

<ENTER YOU PROJECT INFORMATION HERE>

1. **EXPECTED IMPACT**

This section explains how the project will benefit the organization and stakeholders. It should talk about any changes in roles, processes and outcomes that will contribute to the quality improvement. It may be possible to calculate the cost-benefit (savings as a result of the project) for certain projects and it should be included in the project impact and the final report. If the organization has got a strategic plan, this section can explain how the project will contribute to the achievement of the organizational goals.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT DESCRIPTION**

This section describes how the aim and objectives of the project will be achieved through a series of project activities and their target dates (deadlines). The detailed schedule of all the project activities should be included in the project timeframe (see section 13).

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT RESOURCES**

This section lists human and material resources that are needed to achieve the project aim and objectives. It should also discuss what support is necessary from the administration of the organization.

<ENTER YOU PROJECT INFORMATION HERE>

1. **ALTERNATIVES ANALYSIS**

This section briefly outlines the alternative solutions to the problem and explains why the proposed way of dealing with the problem has been selected and the reasons why the others were not chosen. The alternatives should include remaining with the current situation and doing nothing.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT TEAM & RESPONSIBILITIES**

This section lists the members of the project team, their roles and role descriptions.

<ENTER YOU PROJECT INFORMATION IN THE TABLE>

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Role** | **Role description** | **Name** |
| 1. | Project Leader | * manages the preparation of the project proposal and plan * communicates with the administration of the organization * communicates with the QIP Support Committee * manages project team * monitors project phases, activities * continuously evaluates project progress * supports project members * evaluates project results and achievement of aim and objectives * prepares the project report |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

1. **PROJECT MONITORING & EVALUATION**

This section explains how and when the project team will monitor the project progress against the planned aim and goals and what are the methods of verification of the results (outputs). It should also define how the project will be evaluated at the end of the project.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT REPORTING**

This section specifies how and when the project will be reported and to whom the reports will be submitted. If possible, the projects should be submitted for the International Nursing Conference that will take place on 3-5 March 2020 in Duhok, Kurdistan Region, Iraq.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT STAKEHOLDERS & COMMUNICATIONS PLAN**

This section lists main stakeholders of the project (for example patients, families, students, nurses etc.) and it defines what involvement they will have in the project. The communications plan explains if, how and when stakeholders will be informed about the progress and the results of the project.

<ENTER YOU PROJECT INFORMATION IN THE TABLE>

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder Group** | **Method of Involvement** | **Method of Communication** | **Frequency of Communication** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **PROJECT RISKS**

This section provides a list of expected constraints and risks that project is expected to face (for example lack of resources, lack of interest from stakeholders…) and how the project team plans to deal with them. The list will most likely grow during the project as new challenges arise, but the team should be aware of the main constraints and risks at the beginning and be prepared to address them.

<ENTER YOU PROJECT INFORMATION HERE>

1. **PROJECT APPROVALS**

This section outlines the approvals and permissions that have been granted for the project.

<ENTER YOU PROJECT INFORMATION IN THE TABLE>

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver name** | **Position** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |

1. **PROJECT TIME FRAMEWORK**

This section allows detailed planning of the project. It can be expanded as needed to include all planned goals and any number of activities needed to achieve that goal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal 1:** | **<Enter Goal 1>** | | | | |
| **Activity** | **Time deadline** | **Responsible Team Member/s** | **Resources**  **(human, material)** | **Activity Result**  **(output)** | **Method of Result Verification**  **(data, survey, observation, interview)** |
| **<ENTER ACTIVITY>** |  |  |  |  |  |
| **Goal 2:** | **<Enter Goal 2>** | | | | |
| **Activity** | **Time deadline** | **Responsible Team Member/s** | **Resources**  **(human, material)** | **Activity Result**  **(output)** | **Method of Verification**  **(data, survey, observation, interview)** |
| **<ENTER ACTIVITY>** |  |  |  |  |  |
| **Goal 3:** | **<Enter Goal 3>** | | | | |
| **Activity** | **Time deadline** | **Responsible Team Member/s** | **Resources**  **(human, material)** | **Activity Result**  **(output)** | **Method of Verification**  **(data, survey, observation, interview)** |
| **<ENTER ACTIVITY>** |  |  |  |  |  |