



## Final Project Plan Guidelines

**Submit Tuesday, November 14**

In order to receive the Certificate of Completion for the Project Management Course, you need to submit a final project plan. The goal of the project plan is to build on your previous work using the strategies obtained through the course to create a comprehensive project proposal. The proposal should include all the criteria outlined in the course (objectives, plans for monitoring and evaluation, impact assessment, etc.)

Here are things to consider when developing your project plan:

1. Use the categories addressed in the modules to create an outline for your plan:
  - Use the **'W-questions'** and the **SMART technique** to establish realistic and detailed **objectives**
  - Establish **principles and guidelines** for managing time, money, and people during the project
  - Determine methods for **monitoring and evaluating** your project (it might be beneficial to review the Evaluation Plan Case Study in Module 2)
  - Determine **stakeholder involvement**
  - Identify **indicators of achievement** and plan your information collection using the appropriate evaluation tools and techniques
  - Determine a method for **reporting project outcomes and learning**
2. Review the comments you received in the exercises and incorporate them into your final project plan.
3. Take some time to re-read all the modules to capture any material and tips you may have missed. (You may want to refer to the case studies to get a better idea of how to write a successful project plan.)
4. Make sure that the plan flows and the document is *appealing* to the reader. (i.e. use standard fonts, check spelling, add any images or charts etc)

**Let us know if you have questions about your final project plan!**