# Project Development Template

## Draft Title

*The title should be linked to the outcome.*

## Aims

*Have between 2-4 aims. They are the crux of your proposal and should be highly focused.*

## Background / Literature Review

*Use this to demonstrate your knowledge of the existing research (locally, nationally, and/or internationally) and identify gaps that need to be addressed.*

## Statement of Need

*Outline the problem or issue at hand and how your project is going to address it. The Statement of Need should answer the ‘So what?’ question.*

## Research Benefit Statement

*Describe how will benefit from the research, and how. Also consider socioeconomic, cultural and/or environment benefits.*

## Scope

*Be clear in what your research entails. List the activities that are included within the scope of your project, and which activities are not. For example, developing a communication strategy is within scope, but setting up the Facebook account is out of scope.*

|  |  |
| --- | --- |
| In scope | Out of scope |
|  |  |
|  |  |
|  |  |
|  |  |

## Feasibility

*Consider track record (skills, experience, project management experience), budget and project – convince the funder that you have the capability and capacity to carry out the project with success.*

## Outputs and Outcomes

*Outputs: what are the services/activities you will provide, deliver, produce, etc?*

*Outcomes: what are the specific changes that result from the outputs?*

## Budget

*What costs are associated with your project?*

*Do you have any industry partners/collaborators who are willing to contribute funds to the project?*

## Beneficiaries

*Who will benefit from your project?*

## Risk Management Plan

*What are the potential risks and what will you do to address them? See examples of* [*risk*](https://www.stakeholdermap.com/risk/register-common-project-risks.html)*.*

## Alignment with CSU’s Research Priorities

*What specific priorities does your research align with? For example, University and/or Faculty/Institute research priorities.*

## Why I am the best suited to deliver the project

*What makes me a standout? Skillset, location, accessibility to key resources, etc.*