

Developing an implementation research proposal

Session 3:
Project plan

Learning objectives

After completing this session, your team will be able to:

- Develop a project plan (work plan/timeline) to guide the implementation and monitoring of your IR project
- Develop a work schedule (GANNTT chart) to effectively implement and monitor your IR project including the tasks and activities to be performed, roles and responsibilities of team members and milestones and deadlines to be met
- Describe the research team (including the knowledge and skills that each team member possesses and how they will contribute to the success of the project)
- Develop a realistic, itemized budget linked to the project specific objectives and the project activities
- Provide information required for the justification of various budget items

Planning the IR project

- Presents a clear indication of the time frame for the project, Identify tasks, the times when each activity of the project will be implemented and the responsible member of the team
 - A work plan or timeline is displayed most effectively in a graphic, table or spreadsheet
- Will help demonstrate the feasibility of the project in a very visible way

Rationale for project plan

- Facilitates the development of a project focus
- Ensures consensus and ownership of the strategy and plan
- Clarifies responsibilities and roles and how each action impacts the project as a whole
- Facilitates project monitoring and evaluation as well as identification of issues and reporting
- Provides management/donors with key information for project review

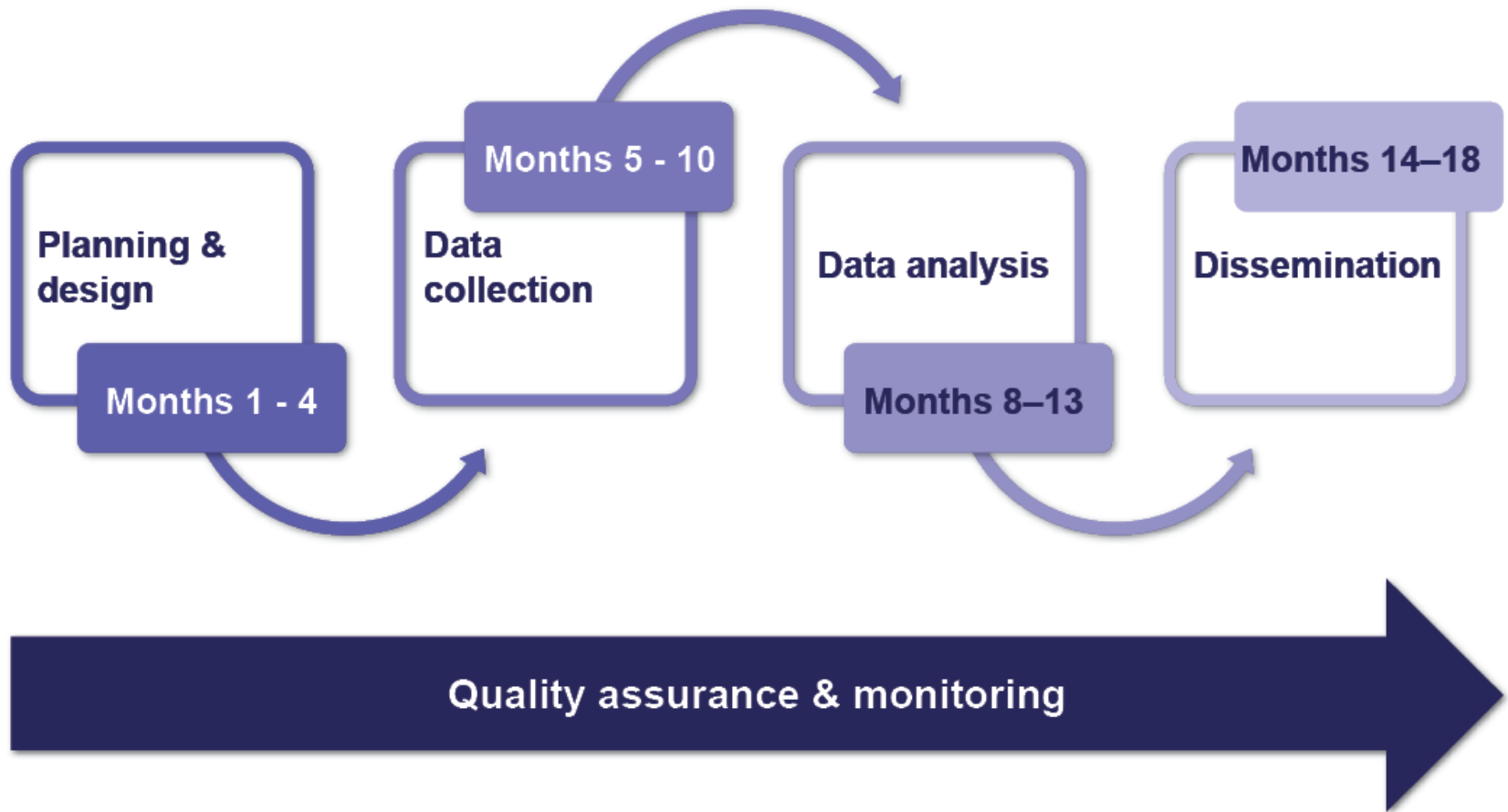
Phases of an IR project plan

1. Planning phase
2. Implementation phase
3. Follow-through phase

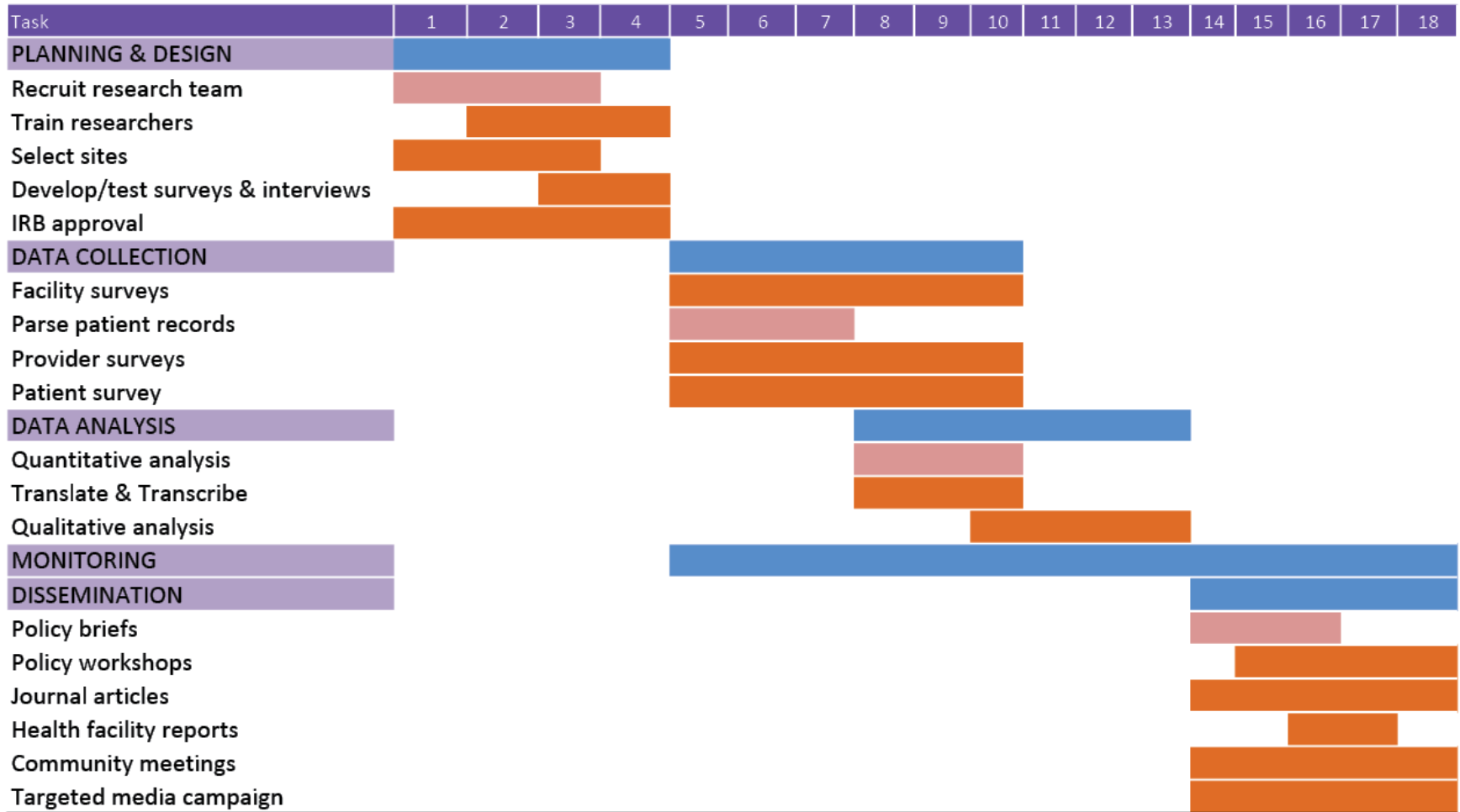
Project timelines

- Timelines need to be realistic and represent the entire duration of the project
- Show project timelines using most appropriate style, for example: Bar chart (GANTT chart)

Project timeline (example)



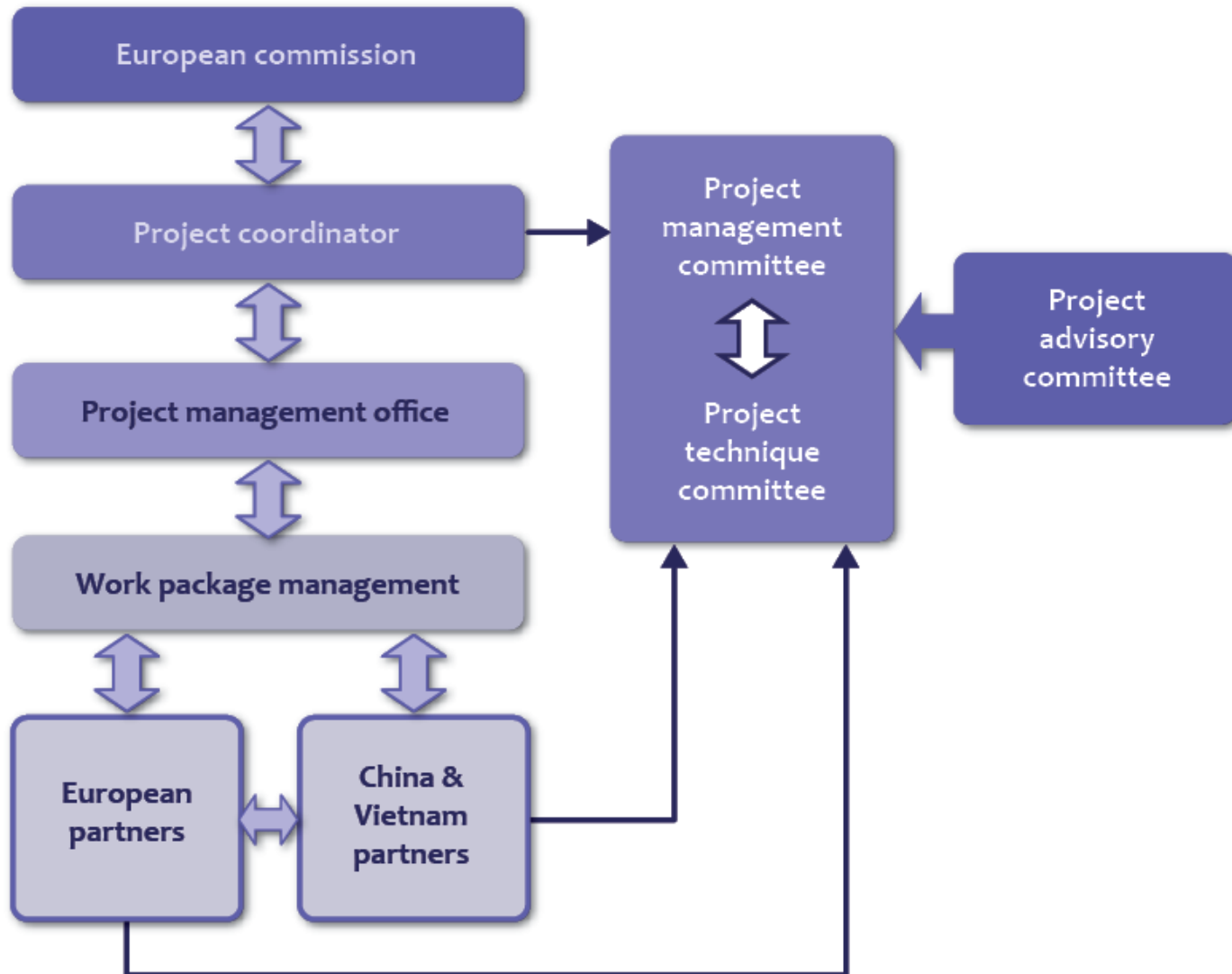
Project Timelines (Example)



Research team

- Describe the members of the team and the skills they contribute to the project
- Team should be **multidisciplinary** and diverse (including implementers as well as academic researchers)
- Convince the reviewers you have enough expertise on your team to conduct the proposed research effectively
- Indicate whether team members are full-time or part-time

Management structure (example)





- Develop your IR implementation phases, work plan/timeline of activities, and describe the research team

Budget and justification

- Outlines the funds needed effectively conduct the research you propose
- Outlines exactly what you realistically need from the funding agency to conduct the project
- Should be realistic
- Aligns with agency suggested/required budget categories
- The budget should align with the activities you propose in your research design

Budget categories

- Personnel (salary and benefits)
- Researcher (time, salary and benefits)
- Training
- Consultants and/or resource person (salary)
- Instruction
- Equipment
- Supplies (paper, tapes, film, batteries, printing costs, publication cost etc.)
- Communication (telephone/postage/Internet/media)
- Materials preparation (software, medical supplies, copying and printing)
- Travel/subsistence
- Community liaison
- Rental of facilities
- Evaluation
- Indirect costs (costs that your organization requires you to include)
- Other expenses (lunches for meetings, interviews etc.)

Budget justification

- Justify each budget item
- Demonstrate how the budget items align with the activities to be undertaken in your research design
- Provide details on additional sources of funding available to the organization or Principal investigator
- If the funds will go to different institutions, indicate allocation of funds by site



- Review the sample budget proposal
- Develop a budget for your project