

Example Project Template

Resource type: Template

Last updated: 2014

Project templates can provide a useful way to map out the specific goals, aims & objectives of your project, think about what your intended outcomes might be and determine how the success of your event can be measured. The following example is taken from a discussion event held in 2014 as part of the IDS programme 'Strengthening Evidence-based Policy'.

Theme 4 Project Goal:

- Inform policy choice at each of eight separate steps to support the inclusion of poverty issues in relation to investments in renewable electricity capacity

Theme 4 Project Objectives:

- Develop a methodology for maximising the poverty impacts of investments in renewable generation capacity
- Build commitment to, and refinements of, the current methodology itself
- Support implementation of the methodology (?) in 3 countries.

Discussion Aims:

- To get expert input to improve the methodology
 - methodological / theoretical criticism at each of the steps and as a whole
- Provide a substantive feedback loop through which (disparately located) stakeholders can engage and inform / influence the process itself
 - Context awareness, particularly, is this useful for investors/donors? Is it applicable taking into account their time/resources constraints? Are we missing anything (for example, we are missing gender, but need their advice on how to incorporate it)? Are we oversimplifying/overcomplicating?
- Strengthen IDS relationships that are key to AG theme 4 (and IDS more broadly) in this field
- Connect stakeholders in the field who otherwise have no / weak relationships but should- Begin to build a "community of practice" in this area, so that lessons learnt on how to maximise poverty impacts are diffused and become a shared best practice, maximising total poverty impacts over the longer time
 - We do not want to be too overambitious, but we would like to use this online forum as a "breaking the ice" moment to continue discussions and sharing good practices with experts.
- Provide a strong value-for-money case compared to other options

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Discussion Approach:

These are some of the discussions approaches we could use tactically to meet our discussions aims and project objectives. Some (or all) of these can be incorporated into the key messages we use to reach out to stakeholders with:

- Provide a compelling and tantalising (i.e. easy) opportunity for stakeholders to engage
- Showcase exemplars of good practice and what distinguishes them
- Demonstrate the value of bringing together a 'coalition of expertise' – and build the case for doing it again
- Influence DfID and other donor's practices
- Get their contributions recognised in a publication (?)
- Be part of a "select" group of experts- Start by inviting just a small number and if they decline/ do not respond, increase the group?

Discussion SMART Objectives:

- At least 20 substantive feedback points about the strengths and weaknesses of the methodology
- At least 10 new evidence examples around xyz
- At least 10 points of guidance around building political support for xyz
- At least 5 practical suggestions for making funding structures more supportive of projects embedding this methodology in their plans
- At least 5 names of individuals who say they would be interested in playing an active 'advisory' role in future work xyz
- At least X suggestions of potential renewable electricity capacity interventions (at planning stage) that we could use to test the method.
- At least X number of participants say they have read the results of our review of the evidence (and Y have shared it?)

Discussion Outcomes (Substantive):

- At least 90% of invitees approached gain a greater awareness of the methodology itself
- At least 75% of the acceptees learn more about the issues
- At least 50% of acceptees agree they are more likely to advocate for the use of the methodology in their own practice
- At least 50% of acceptees see the value in bringing together a coalition of expertise again around this work
- At least 25% of acceptees feel they have questioned their own assumptions about the

Discussion Outcomes (Participative):

- At least 90% of invitees accept the invitation
- At least 75% of participants visit the discussion space
- At least 65% of participants contribute to the discussion at least once

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