

Project plan Presentation checklist

Presenters name: _____

1. PROJECT PLAN CONTENTS OUTLINE:

Did the presenter include all the main points?

Circle the ones the presenter

1. Name, organization and country
2. Title of your plan
3. Background: local issues, needs statement and preconditions
4. Overall Goals
5. Concrete Objectives
6. Beneficiaries
7. Impact on beneficiaries
8. Project implementation plan outline: step by step description and timeline
9. Monitoring and evaluation
10. Possible obstacles to action plan implementation
11. Budget needed, how to raise funds
12. Impact of this training: how this training contributes to your Project Plan
Knowledge acquired during the training in Japan

Which were missing?

2. Please list two positive things about the project presentation

3. Please make two suggestions - what could make the project explanation better?

4. One question for the speaker:

5. Other comments