*<Change project name>*

**Project plan**

Contents

[1 Objective and work plan 3](#_Toc506371023)

[1.1 Background 3](#_Toc506371024)

[1.2 Change project goal 3](#_Toc506371025)

[1.3 Target group 3](#_Toc506371026)

[1.4 Work plan 3](#_Toc506371027)

[1.5 Limitations 3](#_Toc506371028)

[2 Cost/resource estimate 4](#_Toc506371029)

[3 Working methods 4](#_Toc506371030)

[3.1 Information distribution 4](#_Toc506371031)

[4 Project risks 4](#_Toc506371032)

[Appendices and references 5](#_Toc506371033)

 Approval

|  |
| --- |
| Change project plan approved by: |
|  |  |  |
|  |  |  |
| <Nn Nn, title, organization> |  | <Nn Nn, title, organization>ITP309 participant |

# Objective and work plan

## Background

< Briefly describe the background and broader context of the change project. Summarize in which way your change project is connected to and affected by climate change issues.>

## Change project goal

< Describe the overall goal of the project in a short text, i.e. the result you want to see at the end of the project.>

## Target group

*< Clearly define the target group for the change project: who is going to use the project results and who is going to benefit from it. How will the change project affect different groups and what measures can be taken to avoid possible negative impacts on certain groups.>*

## Work plan

< Define the milestones you need to achieve in order to reach the change project goal. Describe the activities you plan to do to reach the milestones and define when the activities should be done. See example for clarification in the table below. If you are working in a joined project together with colleagues, add a new column and specify a responsible person for each milestone/activity.>

|  |  |  |  |
| --- | --- | --- | --- |
|  | Milestone | **Activity** | **Date due** |
| 1 | *For example:**Mainstreaming climate change information to target group* | *For example:**Conduct 5 day workshop on climate change*  | *For example:**Dec 15* |
| 2 | …. |  |  |
| 3 | … |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Limitations

< Clarify what is NOT included in the change project (the limitations). Specify whether that will be part of other (possibly following) change projects or whether it is excluded.>

# Cost/resource estimate

*< Describe what resources in the form of working hours and/or direct costs you will need to implement the single milestones (MS) of the change project. See examples in the table below for clarification. Financing must come from your organization and cannot be provided within the ITP.>*

|  |  |  |  |
| --- | --- | --- | --- |
| MS | Resource needed per milestone | Hours | Cost (*currency)* |
| **1** | *Preparation (invitation of lecturers, booking of venue, invitation of target group, preparation of speech)*  | *60* | *900* |
|  | *Venue (5 days)* |  | *1500* |
|  | *Lunch (5x) and tea breaks (10x)* |  | *2500* |
|  | *Fees lecturers* | *25* | *2500* |
| **2** | *…* |  |  |
|  |  |  |  |
|  | **Sum:** | *112* | *11600* |

# Working methods

< Briefly describe the working methods you are going to apply (e.g. focus group discussion, workshops, statistical data analysis, etc.).>

## Information distribution

< Describe how the change project information/results will be handled and distributed.>

# Project risks

< Think of any potential risks that could hamper successful completion of the change project and rate their probability, impact and rank the priority (put low, medium or high for each). Describe which counter measures can be taken.>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of risk | Probability | Impact | Priority | Counter measure |
| *For example:**Lack of funds* | *high* | *low* | *medium* | *For example:**Downscale project* |
| *…* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#  Appendices and references

< If relevant, list any documents that supplement or clarify the change project plan. >

|  |  |
| --- | --- |
| Appendix | Document name |
|  |  |
|  |  |
|  |  |