**ICT4education Project Outline - Template**

This document can help you to document your solution, guiding the development of a solution in your team, and creating a basis for discussions with decision makers and potential sponsors. It builds on the principles for design management described in the SDC TechGuide for Inclusive Learning.

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# Situation

## Project goals: … *(Which needs and challenges will be addressed?)*

*(see ICT-supported Inclusive Learning\_decision matrix.pdf: goals.)*

…

## Context

*(see ICT-supported Inclusive Learning\_decision matrix.pdf: HR, Organization and IT-aspects in the organisation(s) and its environment)*

…

## Theory of change

*(see ICT-supported education evaluation and monitoring)*

…

# Approach: How to support learning and teaching

*(s. ICT-supported Inclusive Learning landscape)*

## (Learning) Goals

(curricular objectives, learning goals, business needs, project goals etc.)

…

## Learning/teaching activities

*(See ICT-supported inclusive learning\_learning activities)*

…

## Technology and media

…

# Organisation and Planning

## Project team and partners

*Name, roles, tasks, competences, professional profile*

## Project phases

Activities such as:

* 1. Planning and preparation
  2. Setting up/customizing infrastructure
  3. Training and support of trainers, business coaches, directors, administrative staff
  4. Production of e-content
  5. Piloting: Training, supporting, testing and improving
  6. Ongoing monitoring and evaluation
  7. Up-scaling

General tasks:

* 1. Project management
  2. Information of directors, trainers, businesses, students
  3. Knowledge management
  4. Controlling
  5. Quality assurance (evaluation)

… with clearly defined milestones (achieved deliverables and time), example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Cost (time/money)** | | |
| **Phases with tasks and milestones (M)** | **responsible,  contributing** | **When** | **Lead** | **Partner I** | **Partner II** |
| **(YY/MM)** |
| **I Planning and preparation** |  |  |  |  |  |
| … |  | … |  |  |  |
| . |  |  |  |  |  |
| **M1**: … |  | **…** |  |  |  |
| **II …** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **M2**: … |  |  |  |  |  |
| **Total** | | |  |  |  |
|  |  |  |  |  |  |

## Budget

*(with usual excel-templates)*

## Risk management

*How can we foster inclusion, privacy, sustainability?*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Probability** (high, middle, low) | **Effect** (high, middle, low) | **Background information**  **Countermeasures** |
|  |  |  |  |
|  |  |  |  |