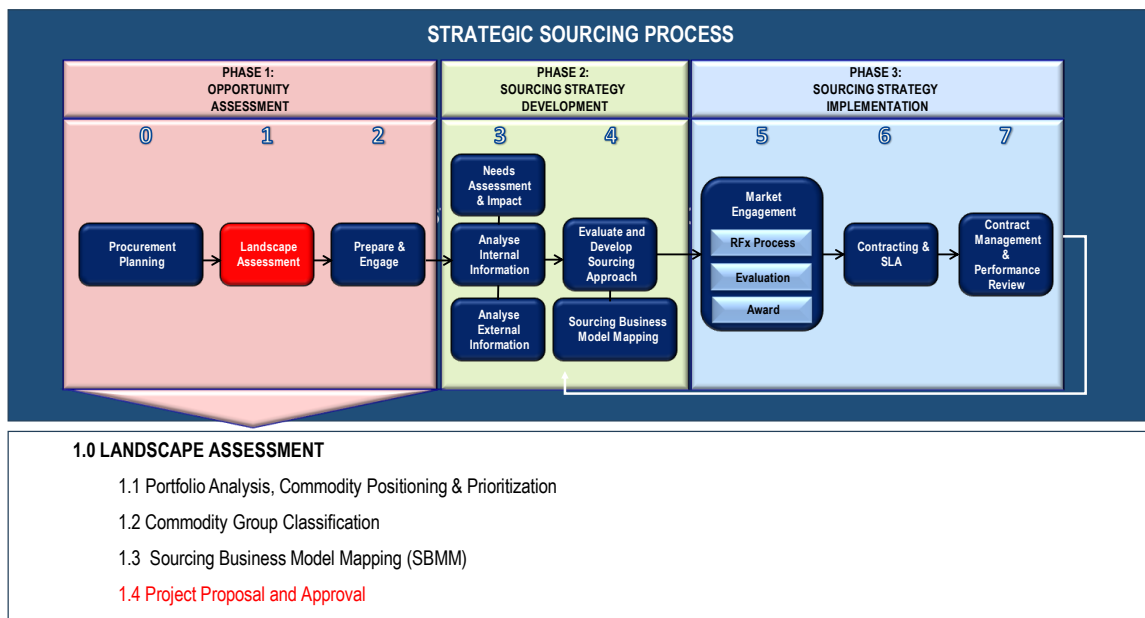


Using this guide

This guide accompanies the National Treasury's Strategic Procurement Framework (SPF) for Strategic Sourcing in the Public Sector. For more information, visit the National Treasury website at <http://ocpo.treasury.gov.za/>. The SPF can be found here: http://ocpo.treasury.gov.za/Resource_Centre/Documents/1A.%20Strategic%20Procurement%20Framework.pdf

PROJECT PROPOSAL AND APPROVAL



1.0 Introduction

- i. A project proposal is a document which you present to the Head of Supply Chain, CFO, AO (depending on your institution's delegations of authority) to either motivate for funding or get your project approved.
- ii. Project proposals contain key information about a project.
- iii. They are essential for your decision makers since they will use them to evaluate the project and determine whether or not they will allocate funds for it and/or approve it.

- iv. The following good practice guides and templates are applicable when designing a project proposal:
 - a. Project proposal
 - b. Project proposal (template)

1.1 The objective

- i. The objective of the project proposal is to obtain approval to initiate a strategic sourcing initiative that was identified during the portfolio analysis.

1.2 The output

- i. An approved project proposal

2.0 Good practice guides

- i. A project proposal is generally drafted during the Opportunity Assessment phase of your project (before detailed plans are made and resources are allocated). Therefore, time and budget estimates are rough, at best.
- ii. Project proposals do not follow the 'one size fits all' principle. This is because there are many different types of proposals, and each serves a unique purpose.
- iii. Proposals can be internal (within your organisation) or external (written to the provincial treasury for example).
- iv. They can be solicited or unsolicited.
- v. The amount of detail used when outlining proposals can vary significantly.
- vi. In certain cases, a few very short and general phrases are sufficient (when the proposal is 2-3 pages), while in other cases all the major points must be set out in detail (then the proposal could be 30-50 pages).
- vii. Keep the proposal as short as possible.
- viii. A project proposal should not be confused with a full Project Charter.
- ix. Sponsors merely sign the project proposal to approve its contents.
- x. After signing and approving the project proposal, the Sourcing Specialist starts drafting the following documents: a project charter, project plan, etc.

- xi. Even though many different formats are available, roughly 80-90% of all project proposals follow a similar template.
- xii. They mostly all have the same structure that contains a few key points. We have compiled a template in the toolkit to help you draft a project proposal.

3.0 The templates

Project proposal

PROJECT PROPOSAL

[Project Name]

[Date]

| | | |
|-------|--------------------------------|---|
| I. | SUMMARY | 2 |
| II. | INTRODUCTION..... | 2 |
| III. | NEEDS/PROBLEMS | 2 |
| IV. | GOALS/OBJECTIVES..... | 2 |
| V. | PROCEDURES/SCOPE OF WORK | 2 |
| VI. | TIMETABLE..... | 2 |
| VII. | BUDGET..... | 2 |
| VIII. | KEY PERSONNEL..... | 2 |
| IX. | EVALUATION | 2 |
| X. | ENDORSEMENTS..... | 2 |
| XI. | NEXT STEPS..... | 2 |
| XII. | APPENDIX | 2 |

1 Summary

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

- Brief identification and mandate of your organisation
- The purpose and anticipated end result of this proposal
- The type and amount of support requested
- The total anticipated budget
- Other information you deem pertinent

2 Introduction

Introduce your organisation here.

It is best to begin by explaining your organisation's mandate. It is also a good idea to provide a mission statement so that your readers know who you are and what you do.

Your introduction can include information such as the mandate of your organisation, a description of its activities, a description of who will benefit from its activities, and evidence to show that it is achieving its objectives.

3 Needs/Problems

Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. Ideas for information to include here are:

- Length of time needs/problems have existed
- Whether problem has ever been addressed before, and what the outcome was
- Impact of problem to target population
- Impact of problem to surrounding populations

4 Goals/Objectives

State the desired goals and objectives to address the needs/problems stated above. Also include key benefits of reaching goals/objectives.

- Specific & measurable goal 1
- Specific & measurable goal 2
- Specific & measurable goal 3

5 Procedures/Scope of Work

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

6 Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

| | Description of Work | Start and End Dates |
|-------------|---------------------|---------------------|
| Phase One | | |
| Phase Two | | |
| Phase Three | | |

You can also use a Gantt chart for a more detailed project timetable:

| ACTIVITY | IMPLEMENTATION TIME | | | RESPONSIBILITY |
|---|---------------------|---------|---------|------------------------|
| 1. Design and implement a training program for project management | Month 1 XXXXXXX | Month 2 | Month 3 | Programme Manager (PM) |
| 1.1. Conduct needs assessment | | XXXXXXX | | Consultant |
| 1.2. Design training modules | | | XXXXXX | Consultant |
| 1.3. Conduct training | | | XXXXXX | Consultant |
| 2. Improve the procedure for the project management | XXXXXXX | XXXXXX | XXXXXX | Programme Manager |
| 2.1. Conduct a management audit of current procedures | | XXXXXX | | Consultant |

7 Budget

State the proposed costs and budget of the project. Also, include information on how you intend to manage the budget.

| | Description of Work | Start and End Dates |
|-----------|---------------------|---------------------|
| Phase One | | |
| Phase Two | | |

| | | |
|--------------------|--------------|---------------|
| Phase Three | | |
| | Total | R 0.00 |

8 Key Personnel

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

| | |
|-----------------|--------------------------------|
| Client | [name] |
| Sponsor | [name] |
| Project manager | [name] |
| Team | [name], [name], [name], [name] |

9 Evaluation

Discuss how progress will be evaluated throughout and at the end of the project.

- Formulate clear indicators for each objective and result
- Indicate how and when to conduct monitoring and evaluation activities to determine the project's progress and outcome
- State which methods will be used to monitor and evaluate the project
- Identify who will carry out the project evaluation.

10 Endorsements

Provide the names of individuals who support and endorse the project.

11 Next Steps

Specify the actions required of the readers of this document.

- Next Step 1
- Next Step 2
- Next Step 3

12 Appendix

Provide supporting material for your proposal here. It may be:

- Research materials
- Statistics or estimates

- Quotes or tenders
- Detailed cost / benefit spreadsheets
- Other relevant information or correspondence.

[Name], Project Client

Date: _____

[Name], Project Sponsor

Date: _____

[Name], Project
Manager

Date: _____