Project Screening Proposal Template

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1. GLOSSARY

Baseline – information usually consisting of facts or figures collected at the initial stages of a project/ programme/ policy that provides a basis for measuring progress in achieving project objectives and outputs.

Capital Project – a project that is undertaken by a public entity to acquire a new asset, upgrade or improve an existing asset or group of assets. (**NOTE:** A capital project always has a direct implication for future operation budgets. Therefore, before embarking on a capital project, entities must properly assess the recurrent cost implications and by extension the financial sustainability of implementing the project)

Evaluation – the systematic and objective assessment of an ongoing or completed project, programme or policy, including its design, implementation and results. The aim of which is to determine the relevance and fulfillment of objectives, development efficiency, effectiveness, impact and sustainability.

Logic Model – it details resources, planned activities, and their outputs, outcomes and impacts that over time reflect the intended results.

Monitoring – a continuous function that uses the systematic collection of data on specific indicators to provide management and the main stakeholders of an ongoing development intervention with indicators of the extent of progress and achievement of objectives and progress in the use of allocated funds.

Project Appraisal – the process of assessing, in a structured way, the case for proceeding with a project or proposal, or the project's viability. It often involves comparing various options, using economic appraisal or some other decision analysis techniques.

Outcome – the likely or achieved short-term and medium-term effects of a project/ programme/ policy output.

Output – the products, capital goods and services that result from a project/ programme/ policy. Outputs may also include changes resulting from a project/ programme/ policy which are relevant to the achievement of the outcomes.

Performance Indicator – quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement to reflect the changes connected to an intervention, or to help assess the performance of a development actor.

Project Assumptions – a documented fact, statement or interpretation that is not expected to change for the duration of a project. These are the circumstances or conditions important for the success of the project, but is beyond the control of the project. Assumptions are amongst the statements that a project can make to clearly set expectations.

Project Bank – projects successfully screened by the PSB Committee and awaiting funding at a future PSIP

Project Constraints – is any restriction that limits the project's desired outcome. Project constraint is one of the most important factors that would influence the way one manages the

project and, in some cases, it would be a determinant factor to decide whether to continue the project or not.

Project Cost – the project cost refers to the total funds needed to complete the project or work that consists of a Direct Cost and Indirect Cost. The Project Costs are any expenditures made or estimated to be made, or monetary obligations incurred or estimated to be incurred to complete the project which are listed in a project baseline.

Project Evaluation – project evaluation is a systematic and objective assessment of an ongoing or completed project with the aim is to determine the relevance and level of achievement of project objectives, development effectiveness, efficiency, impact and sustainability[1].

Project Sponsor – the party/parties with the overall responsible for the finances/ funding for the project.

Risk – probable elements that could affect the project progress/ duration/ cost. Mitigation Plans are devised in the event that the risk becomes a reality.

Results Matrix – identifies how intended change will be monitored and measured by using indicators, targets and baseline information.

"Shovel-ready" or "ready to go" projects – projects in which all the planning is complete, all approvals are secured and work could start immediately once funding is in place. In such a project, the State has already done the preliminary work for that project such as meeting all the environmental requirements, the necessary public outreach and in many cases, the design work is already completed.

Target – a specified objective that indicates the number, timing and location of that which is to be realised.

[1] Definition according to the Glossary of key terms in evaluation and results-based management that was developed by the Development Assistance Committee (DAC) of the OECD.

Project Screening Brief

Note: Proposals for new projects would be evaluated year-round by Project Planning and Reconstruction Division (PPRD) of the Ministry of Planning, Economic Affairs and Development (MPEAD). Ministries, Departments and Agencies (MDAs) are required to formally submit these projects by April 30th for inclusion in the Draft Estimates for the upcoming financial year.

ITEMS	
1. PROJECT FEASIBILITY *This is an assessment of the practicality of a project/programme that has been proposed. It weighs all the pros against the cons, and then recommends whether or not to go ahead.*	
NEED	
POSSIBLE SOLUTIONS / ALTERNATIVES	
EVALUATE EACH SOLUTION / ALTERNATIVE	***Stakeholder Analysis***
	Social Impact
	Environmental Impact
	Employment Generation
	Operational Analysis
	Financial Analysis
	Economic Analysis

<table>
<tr><th colspan="2">ITEMS</th></tr>
<tr><td colspan="2">SELECT MOST FEASIBLE SOLUTION
(Independent Feasibility Study is required for projects valued over $25.0 million)</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">2. PROJECT OVERVIEW</td></tr>
<tr><td>• Title</td><td></td></tr>
<tr><td>• Background and History</td><td></td></tr>
<tr><td>• Project Objectives and Goals</td><td></td></tr>
<tr><td>• Outputs/Targets</td><td>Results Matrix: Please complete the following Table:
<table><tr><th rowspan="2">Project Output</th><th rowspan="2">Performance Indicator</th><th rowspan="2">Baseline</th><th colspan="3">Target</th></tr><tr><th>2026</th><th>2027</th><th>2028</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>The measure of the Output Indicator which you would like to achieve by each of the years 2026, 2027 & 2028</td></tr>
<tr><td>• Monitoring and Evaluation</td><td>Budgetary Allocation for Data Collection:</td></tr>
</table>

ITEMS						
	Data Collection Template:					
Performance Indicator	**Data Source**	**Data Collection Method**	**Frequency of Data Collection**	**Who will Collect the Data**	**Who will Analyse and Report the Data**	**Who will Use the Data**

EVALUATION

• **Benefit of Project**	
• **Project Duration**	
• **Project Location**	

3. PROJECT ASSUMPTIONS

	Project Inputs →	**Project Activities →**	**Project Output →**	**NPF National Output →**	**NPF National Outcome**

4. PROJECT CONSTRAINTS

ITEMS
5. PROJECT SCOPE
6. RESOURCE REQUIREMENTS

1. Personnel	

Name of Stakeholder	Responsibilities	Contact Information

2. Equipment	
3. Utilities/Energy Sources	
4. Raw Materials	

7. PROJECT BUDGET BREAKDOWN- (*Activity Based Costing)*

Project Lifecycle	*Estimated Cost*
1. Project Planning Activities	
2. Project Execution Activities	
TOTAL COST	

ITEMS

8. DETAILED IMPLEMENTATION SCHEDULE & PROJECT MILESTONES

Ministry Head Number and Name															
Project Name															
Item	***Inputs/Main Activities***	***Amounts Due Current fiscal to be paid in the next fiscal***	***Plan***	***10***	***11***	***12***	***1***	***2***	***3***	***4***	***5***	***6***	***7***	***8***	***9***
1.			Implementation												
			Cashflow			$									
2.			Implementation												
			Cashflow			$									
3.			Implementation												
			Cashflow												
4.			Implementation												
			Cashflow												
5.			Implementation												
			Cashflow												
6.			Implementation												

The implementation schedule must be presented as outlined in Appendix XVIII and Appendix XIX (Call Circular) and can be supported in the form of a Gantt Chart using Project Management software so that the progress of the project can be tracked using the program accordingly.

PROJECT MILESTONES

ITEMS

9. PROCUREMENT PLAN

Project Planning Activity	*Type of Tendering Process & Contract Type*	*Reason/ Justification*

N.B – All the Project Planning Activities shown in the Procurement Plan should concur with those Project Planning Activities in the Detailed Implementation Schedule and the Project Budget Breakdown.

10. QUALITY PLAN

Project Execution Activity	*Quality Control Measures*	*Quality Assurance Measures*

11. COMMUNICATION PLAN

Type of Information	Purpose	Target Group	Frequency	Person Responsible	Mode

12. RISK MANAGEMENT PLAN

RISK REGISTER MATRIX

ITEMS				
#	*Risk Item*	*Likelihood (e.g. on a scale 1 – 10, where a score of 10 is considered high and 1 low)*	*Mitigation Strategy*	*Contingency Plan*
1				
2				
3				

13. PROJECT READINESS- *(Refer to Call Circular)*

Land Readiness:

Statutory Approvals: (can be submitted via a CD or flash drive)

- *Statutory Outline Approvals*

- *Statutory Design Approvals*

✓ Full Planning Approval from Town and Country Planning Division
✓ Final Approval from WASA
✓ Environmental Management Agency (EMA): Certificate of Environmental Clearance (CEC)
✓ Drainage Design Approval from Drainage Division of Ministry of Works and Transport
✓ Structural Design Approval from Regional Corporation
✓ Fire Services Design Approval from Fire Services Division
✓ Trinidad and Tobago Electricity Commission (T&TEC) to approve Electrical Load Details
✓ iGOVTT (for Information Communication Technology (ICT) projects)
OR
✓ Any other approvals necessary (E.g. Legislative changes, CDA, TTCAA)