

Project Purpose

What is the Project purpose and what is its role

For complex projects, the Logical Framework is the key document, however the Logical Framework is too brief for making a competent decision on whether to launch a project or not.

The Project purpose should develop the Logical Framework and provide details, the extent and methods of solutions so that responsible deliberation can follow.

When is the document prepared

The document is prepared during initial considerations on whether to carry on with a project or not.

Who participates in the preparation process

A member of the preparatory project team is usually delegated to compile the document. The document is always approved by a member of the top management whose competency is to launch projects.

When is the document used

Primarily, it is used during the pre-project phase and then as an input during the planning phase. Sometimes it is used during the whole project life cycle (unless it is replaced with another document).

Process of preparing the document

The Logical Framework is used during the preparation of the document.

- First, the project is marked with relevant identification features. The main factual parameters of the project are summed up. It is possible that some of the data might differ from the data in the Logical Framework as more detail will be included.
- The starting status of the area/issues is defined so that it is clear what changes should occur.
- Further, the factual extent of the project is defined, i.e. WHAT will and will not be addressed by the project, and also the expected maximum cost and the latest delivery date for the project are stated. The information on cost also includes the expected financing sources.
- Consequently, the threat of what might happen if the project is not implemented and the benefits that might be generated by the project are included for evaluation.
- The method of implementation follows, in other words the main scenario for the project.
- The conclusion lists items that might be unclear and that might have an impact on the project in one way or other.
- The main stakeholders and the structure of the project management are discussed in the project context section. Attention is also paid to the impacts of the project on its surroundings and links with other running projects.
- At the very end recommendations from the author(s) of the document are stated concerning whether the project should be implemented or not.

Example of a completed form

Basic data	
Project Name:	Development of student language skills
Project identification number:	OPXY/XX/10/XX
Purpose:	To improve graduate skills; To increase the number of students interested in studying at our school;
Project objectives:	The language skills of our students will have increased by the end of XY.
Initial state:	English and German are taught in a conventional manner not using any modern features or native speakers. For listening activities a tape recorder is used, but only in a very limited manner. Most of the language teachers are not experienced and they themselves need further training.
The study was prepared by:	Mgr. Němec Ing. Novák
Brief description of the project solution	
Extent of the solution (WHAT will happen):	<ol style="list-style-type: none"> 1) Multi-media language classroom 2) 3 stays abroad for 20 students 3) Internships abroad for 10 teachers 4) Preparatory courses for 60 students for certification exams 5) 4 language learning modules for teachers This concerns 2nd year students of English and German and their language teachers. SERR certification will become a part of the solution.
The project will not address:	Other students and teachers. Other languages: French, Russian, Spanish. No other subjects apart from English and German.
Completion date:	June Y
Estimated internal costs:	170 person-days
Estimated external costs:	CZK 12,500,000
Financing resources:	It is expected that a grant will be awarded from the OP Languages to Schools as we comply with the terms and conditions of the OP. 15% co-financing is a precondition of the programme. Our school does not have the finances necessary, however we are negotiating with the founder to increase the budget by the amount necessary if the grant is awarded.
Threats if the project does not run:	The teaching of key languages, English and German, will stagnate at our school or even worse the school will lose its quality standards, and this fact will make it less attractive for students to study at our school. This will result in having less students and over a period of time (within the horizon of 5 years considering the expected demographic development and continuance of the existing trends) we can quite realistically expect to face a merger with another school / school closure.
Benefits of the project:	Students with better foreign language skills will be more successful in their further studies and on the job market. Top language teaching methods can attract other students which will bring a higher prestige and income for the school. We expect more interest in our school, and therefore also a higher income by up to 10%, which amounts to CZK 8 million per year.

Implementation method (HOW?):	<ul style="list-style-type: none"> • We will first organise a tendering process and select an agency that can deliver construction alterations of the classroom and deliver classroom equipment. Then we will select a company providing transport to Germany and Great Britain. • When the new classroom is built, the teachers will undergo initial training modules followed by internships abroad (Germany or England). • We have partner schools in both countries, so the internships will take place there. • After the teachers have been trained, they will accompany the students on their stays abroad and undergo any further education – preparation for SERR certification. • This will be followed by the actual certification carried out as part of the project.
Unclear issues:	<ul style="list-style-type: none"> • It is not quite clear who will attend from the German department as there will be some personnel changes. • SERR certification is currently being reviewed so it is not quite clear which specific certification conditions will apply in June Y. • It might be interesting to equip the language classroom with an interactive board, however we have no experience with using the board for teaching languages.
Main risks	<ul style="list-style-type: none"> • Unsuitable suppliers • Not enough interest – target groups • Parents will not want to participate in co-financing foreign trips
Project context	
Who requires the project:	The Head of the Development Committee of our school, Mgr. Skoupá, is worried about the prospective number of applications to study at our schools and one of the options how to solve this situation might be a better quality of foreign language teaching at our school.
Who is the project for:	for 2nd year students studying English and German and their teachers.
Who will carry out the project:	<ul style="list-style-type: none"> • The project will be coordinated from the top by RNDr. Poználek, Deputy Headmaster. • Mgr Němec will become the project manager. • The project management team will be as follows: Ing. Novák, Mgr. Vopršálek, PhDr. Musilová
Who should participate in project management:	<ul style="list-style-type: none"> • Mgr. Kudrna – Head of the English Department • Mgr. Kreuz – Head of the German Department • Competent representatives of the suppliers of procured solutions (when they are known)
Other impacts and relationships:	<ul style="list-style-type: none"> • A classroom that has been used for teaching the fundamentals of social science will be converted into a new classroom. A new classroom will have to be found for social science. • Relevant changes will have to be made in the time schedule for the summer term. • It can be assumed that the IT infrastructure might have to be interfered with when building the new classroom; this will have to be addressed outside of the project as this expenditure will not be eligible.
Links with other projects:	The renovation of technical and natural science laboratories will be carried out at the same time. Any changes of the IT infrastructure will have to be coordinated.
Final recommendations for further phases	
We recommend launching the project as this is a good opportunity and there are relatively good feasibility preconditions. Project planning must be done with regard to risks – it is essential to analyse risks in detail and to find measures of how to decrease their values.	

Document approval

Approved on 14.5. X

Approver:

Signature

RNDr. Jaroslav Přísný, Headmaster