

**GUIDELINES**

- Introduce the topic
- Give background so the reader can understand the topic
- What has already been done on this area?
- What are priorities for next steps?
- Lead the reader to your Objectives – help them understand why your project & its objectives are interesting, important

**Why will you do it?**

**What will you do?**

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

**How will you do it?**

- When, where?
- With who?
- What approach?
- And why these methods?*

**What will you achieve for each objective?**

**Why is this important or interesting?**

**What are possible risks?**

**How will you measure achievement/impacts?**

**What will your overall project achieve?**

**Why is this important or interesting?**

**How will you measure achievement/impacts?**

**OUTLINE TEMPLATE**

