



Document Index: (APSCO will define the Document Index)

Proposal of

“ _____ ”

Project

Proposed by :

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List of Acronyms

No.	Acronym	Definition
1.		
2.		
3.		

1 Brief Summary of the Project

Provide overall summary of the project.

2 Introduction

Provide background and introduction of the project, including literature review, the project statement in terms of characterization of the project needs, expected performance, dependability and safety goals and project operating constraints with respect to the physical and operational environment, and strategic advantages for all Member States.

3 Objectives of the Project

- Clearly define the objectives of the project;
- If only some phases of the project are planned to be proposed for approval for implementation, the objectives of the particular phases should be clearly defined.

4 Project Concept and Main Development Steps

- Clearly define the concept and main steps or stages will be carried out under this project.
- Schedule the project milestones (GANTT Chart)

5 The Preliminary Requirements Specification

- The preliminary technical and infrastructural requirements specification;
- The preliminary User/Member States requirements on this project;
- Requirement of Key technical specification/function/model/algorithm should be clearly defined.

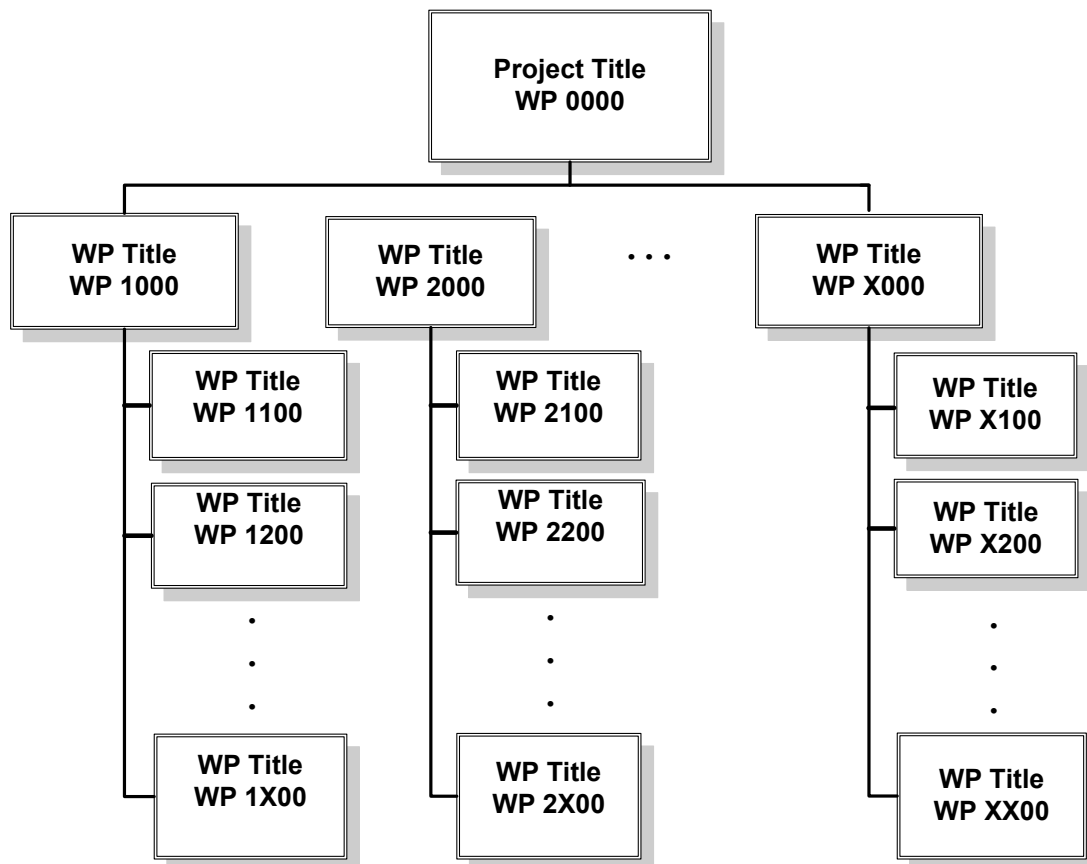
6 Preliminary Assessment of Programmatic Aspects

- Preliminary assessment of programmatic aspects supported by market and economic studies as appropriate.

7 Work Package Breakdown and Work Package Description

The principal structure used in managing a project and provides a framework for managing technical content schedule cost, etc. It divides the project into manageable work packages, organized according to the nature of the work by breaking down the total work to be performed into increasing levels of detail.

a) Work Breakdown Structure



The breakdown may base on the phases of the project, main task of the project, system architecture, product tree and etc.

b) Work Package Description (WPD)

Detailed WPD should be given in all first level WP and second level sub-WP in following format.

WP Title			
WP Ref.	WP 1100	Estimated Duration	
WP Activities and Descriptions			
1. main activities			
2.			
Input	Required document, technical input, resources, data and etc.		
Output	Outcomes/deliverables		
Estimated Budget (USD)			

8 Participation of Other Member States in the Project

- Any contribution and involvement from Member States should be clearly stated.

9 Preliminary Cost and Benefit Analysis

- All participating Member States are encouraged to contribute existing resources or in other kinds to the project (Such as funds, lands, labors, facilities, equipment, use of intellectual properties, maintaining or other necessary resources). The Project Budget approved by the Council shall mainly support the core cooperative R&D related activities.

- Cost for project management, meeting, training, etc. should also be included.

- Total Budget needs to be approved by the Council shall be clearly given.

- Any contribution from Member States and corresponding cost should be clearly stated.

The cost estimation could be given by following format.

Work Package/Task				Estimated Cost (USD)		Supported by M.S. (USD)	Supported by APSCO (USD)	Remark
Main WP	Main Task	Sub WP	Sub Task	Main WP	Sub WP	Sub WP	Sub WP	
WP 1000								
		WP 1100						
		WP 1200						
		...						
WP 2000								
		WP 2100						
		WP 2200						
		...						
Total								

In Remarks detailed cost items and estimated number shall be listed, the cost items reference as following:

- Materials/components/part, purchased products/data, etc.
- Sub-contractor/supplier/external service/consultants/outsourcing, etc.
- Facilities
- Management fee (travelling, consultants and etc. consultants cost estimation shall use APSCO standard as reference)
- Meeting, training, survey, joint working and other project related activities (listed how many activities, how many participants and how many days of the activities. The details description of this part may also listed in the corresponding “Work Package Description”)
- Shipment, customs, insurance and etc.
- Miscellaneous

- Elaborate the benefit of the project, especially mutual benefits for APSCO Member States.
- If the benefit is quantifiable, brief calculation should be presented.

10 Preliminary Risk Assessment

- Elaborate the risk assessment
- Predictable risk, risk level, risk management & reduction plan