

Government of Zimbabwe
Schedule B: Standard Capital Proposal Submission Form

PART A - Project Summary (to be completed for all projects)

Project Title:			
Ministry:		Department:	Implementing Division / Agency:
Sector/s supported:			
Scope of Project			
Location(s) of Project:			
Province(s):		District(s):	
Is this a new or ongoing project? If ongoing, please complete following section other wise go to New Project Section			New / Ongoing
ONGOING PROJECTS ONLY:			
Date project originally approved:		Date project started:	
Original finish date:		Revised finish date:	
Date of last activity on project:			
Current cost to complete project:		Budget applied for in 2012	
Main contractor:			
NEW PROJECTS ONLY:			
Intended start date:		Intended end date:	
Project length (years, months):			
Total cost US\$:			

Project purpose (one sentence):
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Outputs:	<i>The results. What remains once the project finishes. These should be sufficient to achieve the project purpose</i> 1. 2. 3. 4.
Main Activities:	<i>(List the planned activities to deliver the outputs above)</i> 1. 2. 3.
Justification:	<i>250 words max.</i>

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Output and activity schedule												
Year	2012				2013				2014			
Quarter	1	2	3	4	1	2	3	4	1	2	3	4
Output 1												
Activity 1.1												
Activity 1.2												
Activity 1.3												
Output 2												
Activity 2.1												
Activity 2.1												
Activity 2.3												
Etc....												

Submitted by: Name		Title:	
Signature:			
<i>Email:</i>		<i>Email:</i>	
<i>Phone:</i>		<i>Phone:</i>	
<i>Cell:</i>		<i>Cell:</i>	

PART B – To be completed for all projects

B1. Strategic Context

GoZ Strategic Policy Objectives Supported:
Sector Policies Supported by Project :
Ministry's Key Result Areas Supported :
Provincial development plan objectives supported :
District development plan objectives supported :
Other strategic considerations (e.g. national security / disaster / emergency)

B2 - Benefit realisation

Project Service Delivery Objectives (SMART) :
<i>Details of the service delivery objectives which the project is trying to achieve. Each objective must be SMART (Specific, Measureable, Achievable, Relevant, Timely)</i>

Beneficiaries :
<i>Identify and detail all beneficiaries or target groups of the project. Include demographic segmentation where relevant e.g. age and gender</i>

B3 - Project Implementation Plan

Project Governance Structure / responsible authority:

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Executing Ministry / Department / Agency

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Contractor (if known at this stage):

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Project Procurement Plan:

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Implementation Plan (Timetable) :

Insert an output and activity schedule (Gantt chart) showing timing, sequencing and cash flows for all activities.

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Monitoring, Review, Action and Reporting Plan :

Detail who will be responsible for monitoring the delivery of outputs, the frequency of monitoring, and the reporting cycle

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Evaluation Plan :

Who will be responsible for evaluating the project after completion? What period of time should elapse before evaluation can start?

Other Comments :

This section contains any other information relevant to the implementation plan

B4 Cost Estimates and Financial Information

B4.1 Financing of Expenditure

Major Financing Head :	2011 \$ 000's	2012 \$ 000's	2013 \$000's	2014 \$000's	2015 \$ 000's	Total Costs \$ 000's
GoZ						
Loans - International						
Loans - Domestic						
Grants (Details)						
Partnership Funding						
PFI / PPP						
Other						
Total Expenditure						