**The Project Agreement Form**

**administration of strategic planning**

**First- Project Identification:**

|  |  |
| --- | --- |
| **Description** | **Item** |
|  | **Project Name** |
| Relevant strategic objective:  | **Alignment with Strategic Plan:** |
| Relevant KPIs:1.
 |
|  | **The Project Implementing Sector** |
|  | **Scope of Work** |
|  | **Expected Project Initiation** |
|  | **Duration Project** |
|  | **Estimated Budget for Project** |
|  | **Project Manager** |
|  | **Position** |
|  | **Office Phone** | **Contact Information** |
|  | **Mobile** |
|  | **Email** |

**Second- General Description of the Project:**

|  |  |
| --- | --- |
|  | **Project Name** |
|  | **Brief Definition of Project** |
| 1. **…………………………………………………………………..**
2. **…………………………………………………………………..**
3. **…………………………………………………………………..**
4. **…………………………………………………………………..**
 | **Project Objectives** |
| 1. **…………………………………………………………………..**
2. **…………………………………………………………………..**
3. **…………………………………………………………………..**
4. **…………………………………………………………………..**
 | **Expected Outcomes** |
| 1. **Name Position ( Project Manager)**
2. **Name Position (Member)**
3. **Name Position (Member)**
4. **Name Position (Member)**
5. **Name Position (Member)**
 | **Proposed Project Team** |

**Third- The Timeframe of The Project:**

Phase One:…………………………………………………. Phase Implementation Duration:………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Estimated Budget** | **Implementation Officer** | **Expected Outcomes** | **Executive Procedures** | **Implementation Duration** | **Activities** | **NO.** |
|  |  | 1. …………………….……….
2. ……………………………..
 | 1. ………………………………………………………..
2. ………………………………………………………..
 |  |  | 1 |
|  |  | 1. …………………….……….
2. ……………………………..
 | 1. ………………………………………………………..
2. ...………………………………………………………
 |  |  | 2 |
|  |  | 1. …………………….……….
2. …………………………….
 | 1. ………………………………………………………..
2. ...………………………………………………………
 |  |  | 3 |
|  | **Total Estimated Budget for Phase One** |

**Notes:**

**.....................................................................................................................................................................................1-**

**.....................................................................................................................................................................................2-**

Phase Tow:…………………………………………………. Phase Implementation Duration:………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Estimated Budget** | **Implementation Officer** | **Expected Outcomes** | **Executive Procedures** | **Implementation Duration** | **Activities** | **NO.** |
|  |  | 1. …………………….……….
2. ……………………………..
 | 1. ………………………………………………………..
2. ………………………………………………………..
 |  |  | 1 |
|  |  | 1. …………………….……….
2. ……………………………..
 | 1. ………………………………………………………..
2. ...………………………………………………………
 |  |  | 2 |
|  |  | 1. …………………….……….
2. …………………………….
 | 1. ………………………………………………………..
2. ...………………………………………………………
 |  |  | 3 |
|  | **Total Estimated Budget for Phase Tow** |

**Notes:**

**.....................................................................................................................................................................................1-**

**.....................................................................................................................................................................................2-**

Phase Three:…………………………………………………. Phase Implementation Duration:………………………….

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Estimated Budget** | **Implementation Officer** | **Expected Outcomes** | **Executive Procedures** | **Implementation Duration** | **Activities** | **NO.** |
|  |  | 1. …………………….……….
2. ……………………………..
 | 1. ………………………………………………………..
2. ………………………………………………………..
 |  |  | 1 |
|  |  | 1. …………………….……….
2. ……………………………..
 | 1. ………………………………………………………..
2. ...………………………………………………………
 |  |  | 2 |
|  |  | 1. …………………….……….
2. …………………………….
 | 1. ………………………………………………………..
2. ...………………………………………………………
 |  |  | 3 |
|  | **Total Estimated Budget for Phase Three** |

**Notes:**

**.....................................................................................................................................................................................1-**

**.....................................................................................................................................................................................2-**

**Fourth- The Results of Technical Review of the Project Agreement:**

|  |  |
| --- | --- |
| **Technical Review Items** | **Notes** |
|  | Completed Incomplete  | **Project Identification** |
|  | Aligned Non-Aligned  | **Alignment with University's Strategic Plan**  |
|  |  Completed Incomplete  | **Project Description**  |
|  |  Completed Incomplete  | **Project Timeframe** |
| (State the reasons for disapproval) |  Approval Disapproval | **Technical Opinion** |

* **Name of Supervisor of Administration of Strategic Planning:……………………………………**
* **Signature:………………………………………………………………………………………...**
* **Date:……………………………………………………………………………………………...**