



Project: AAAA BBBB CCCCC DDDDDD

Document Index: (APSCO will define the Document Index)

Proposal of “AAAA BBBB CCCCC DDDDDD” Project

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Project Proposal

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Change Log

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List of Acronyms

No.	Acronym	Definition
1.		
2.		
3.		

1 Introduction/Background

Background and purpose of the project and the main content of the document.

2 Reference Documents

List the reference documents.

3 Project Objective

- Clearly define the objective 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 Scope of Work

Clearly define the main works will be carried out under this project.

5 Requirements/Specifications

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

6 System/Research Definition

- System description, elaborate possible system and operations concepts and system architecture.
- Establish the function tree/product tree and etc.
- Research scope and definition.

7 Technical Solution/Trade-off/Model/Algorithm

- Proposed technical solutions, including model philosophy, verification approach, research approach and etc.
- Identify critical technologies and propose research activities.
- Quantify and characterize critical elements for technical and economic feasibility.
- Assess the technical and programmatic feasibility of the possible concepts by identifying constraints relating to implementation, costs, schedules, organization, operations, maintenance, production and disposal. Trade-off of different solutions and approaches if necessary.

8 Hardware/Software/Data Requirements

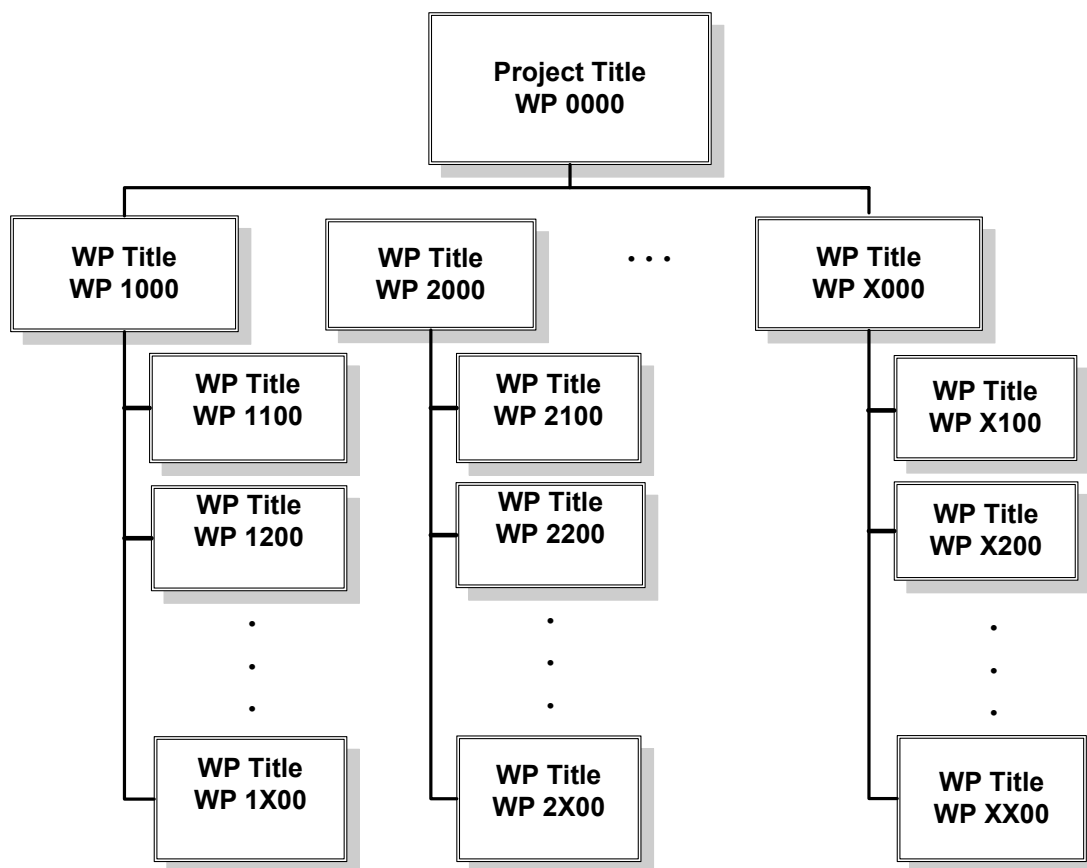
List and describe in details the hardware, software, equipment, service, data, etc. that will be required for the project.

9 Work Breakdown Structure (WBS) and Work Package Descriptions (WPD)

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	
Issue Ref.	1.0	Planned Start Date	
Issued Date		Planned End Date	
WP Managed by	Responsible entity		
Participating Countries			

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

c) Member States Work Allocation/Participation Definition

Country	Work Allocation/Participation Definition

10 Implementation and Management Plan

- Establish the preliminary management plan, system engineering plan and proposed implementation plan.
- Schedule the project milestones (GANTT Chart)

11 Output/Deliverables

Output of the project.

Deliverable list

No.	Deliverable Items	Milestone/Due date	Prepared by

12 Cost 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.
- Any contribution from Member States should be clearly stated, and corresponding cost should be estimated.
 - For Basic Activities, this part will not be included in the Project Budget which is planned to propose for approval from the Council.
 - For Optional Activities, this cost estimation will be counted as parts of contribution. It therefore should be estimated and confirmed by all participating Member States before proposing for approval from the Council, as the benefit return would be proportional to each Member State's contribution.
- Total Budget needs to be approved by the Council shall be clearly given.

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 WP Task	Sub WP	Sub WP 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:

- Labor cost (management, research, design, development, manufacturing, test and etc.)
- 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
-

13 Benefit Analysis

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

14 Risk Assessment

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