# **Project passport template**

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| --- |
| The project was reviewed and is recommended to be implemented by the decision of the Development Strategy Coordination Council  Protocol from \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 2021  Project passport was specified according to  the Development Strategy Coordination Council’s suggestions          **PROJECT PASSPORT**  **TITLE OF THE PROJECT**  **Project no.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          **Head of the project** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name, position)  **APPROVED BY:**  Coordinator of the Strategic Project / Head of the M-platform \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full name  Head of the Development Strategy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daria Kozlova      St. Petersburg, 2021 |

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1. **Project card: brief description**

**Relevance to ITMO’s 2030 Development Strategy**

*Identify the Strategiс project or Policy that the project fits into (include all Strategic projects and Policies relevant to the project). If the project is to be implemented within an M-platform, identify it, too.*

*Write a* ***brief*** *abstract of the project in the following sections:*

|  |  |  |
| --- | --- | --- |
| **Project relevance: challenges and goals** | **Project beneficiaries** | **Project timeline and estimated costs, in thousands of rubles** |
| *Specify the project goal(s). Briefly describe which task/problem the project addresses, or which of ITMO’s challenges/ambitions it targets.* | *List the main beneficiaries of the project (at ITMO and beyond)* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Project costs, thousand rubles** | **2021\*** | **2022\*** | **2023\*** | **Total** | | Subsidy |  |  |  |  | | Co-funding |  |  |  |  |   \* keep the dates that are relevant for the project |
| **Expected results and indicators** | **Events and checkpoints** | **Core team of the project** |
| *Briefly describe key results of the project. Identify the target indicators of the strategy the project contributes to. If applicable, specify the project’s own performance indicators* | *Briefly describe some of the key tools/mechanisms/events implemented in the project. Specify the checkpoints (quick wins or key results that would allow to evaluate the course of the project)* | *List the key executors of the project. Specify if there are any external contractors, including from among ITMO students* |

1. **Project relevance: challenges, goals, tasks**

*Describe which of ITMO’s challenges/ambitions the project targets. State the project’s goal and the task/problem it addresses.*

1. **Project beneficiaries**

*List the main beneficiaries of the project (at ITMO and outside the university).*

1. **Expected results and indicators of the project**

*Describe key project results and the time it will take to achieve them.*

*Indicate the project’s own performance indicators that will help evaluate it. Specify their calculation method and data sources.*

**4.1. Key results of the project**

*Indicate all the key results that will be produced in the course of the project (by year) and briefly describe their impact[[1]](#footnote-1).*

|  |  |
| --- | --- |
| **Name of the produced result** | **Result characteristics** |
|  |  |
|  |  |
|  |  |

**4.2. Project performance indicators:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance indicator (according to section 3.2.4 of the tender specifications and Appendix 1)** | **Unit** | **Value** | | |
| **2022\*** | **2023\*** | **2024\*** |
|  |  |  |  |  |
|  |  |  |  |  |

*\* keep the dates that are relevant for the project*

1. **Evaluation of project’s impact**

*Briefly describe the project’s contribution to the tasks and results of Strategic projects / Policies / M-platforms.*

*Describe how the project fits into ITMO’s 2030 Development Strategy and its development projects.*

*List the strategy’s target indicators that the project accommodates and describe its contribution.*

1. **Project team**

*Describe the structure of the team, members’ roles and responsibilities, and the number of people involved. Indicate if you are planning to involve external contractors, including from among ITMO students. Examples of roles are: head, manager, developer, analyst, expert, etc.*

**6.1. Roles, responsibilities, engagement in the project:**

|  |  |  |
| --- | --- | --- |
| **Role** | **Main responsibilities** | **Number of people** |
|  |  |  |
|  |  |  |

**6.2. Involvement of external contractors:**

*Describe the tasks/services that will be performed by external contractors, i.e. students/companies. Which requirements will they have to fit? List the potential contractors.*

1. **Financial and economic grounds**

*State the total cost of the project with indicated shares of requested subsidy and co-funding through the years of the project’s implementation. Indicate suggested co-funding sources (external and (or) university-based).*

**7.1. Total budget of the project in thousands of rubles:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project budget, in thousands of rubles** | **2021\*** | **2022\*** | **2023\*** | **Total** |
| Subsidy |  |  |  |  |
| Co-funding |  |  |  |  |

*\* keep the dates that are relevant for the project*

**7.2. Suggested co-funding sources:**

*List all planned and/or suggested co-funding sources.*

**7.3. Planned budget breakdown**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of payment** | **2021\*** | **2022\*** | **2023\*** | **Total** | **Details** |
| employee salary (with taxes) |  |  |  |  | XX people / XXX rubles per month \* XX months = XXX salary in total |
| services of other employees (with taxes) |  |  |  |  | *Which services do they provide?*  *How many third-party employees will you require?* |
| third-party services |  |  |  |  | *Which services do they provide?* |
| equipment |  |  |  |  | *What kind of equipment are you planning to purchase?* |
| software |  |  |  |  | *What kind of software are you planning to purchase?* |
| materials and components |  |  |  |  | *What materials and components are you planning to purchase?* |
| travel expenses |  |  |  |  | *Number of people, destinations, dates, visa fees, approx. total cost* |
| participation fees |  |  |  |  | *Planned events* |
| renting of space and equipment |  |  |  |  | *Planned events* |
| branded products |  |  |  |  | *What kind of products are you planning to produce?* |
| print products |  |  |  |  | *What kind of products are you planning to produce?* |
| other expenses |  |  |  |  | *Explain what these costs will be* |

*\* keep the dates that are relevant for the project*

**8. Project timeline. Events and checkpoints**

*In this section, you need to describe the project’s activities in relation to the 2030 Development Strategy in detail. Indicate the events that will be launched in the course of the project and that offer mechanisms that solve tasks of Strategic projects / Policies / M-platforms.*

Note: *An event is a combination of interconnected activities aimed to complete a project’s task or create a product. Events have to be organized with precision, specificity, and the possibility to monitor their implementation in mind. Events must have exact checkpoints that will reflect the process of their implementation and the fact of their completion.*

*Checkpoints have to be feasible and precise. It’s recommended to set them at least once each quarter. Checkpoints have to be set as specific completed actions.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Event/checkpoint** | **Timeline** | | **Who is responsible?** | **Description of the event/checkpoint** |
| **start date** | **end date** |
| **1.** | Event *Name* |  |  |  |  |
| 1.1. | Checkpoint *Name* |  |  |  |  |
| 1.2. | Checkpoint *Name* |  |  |  |  |
| 2. | Event *Name* |  |  |  |  |
| 2.1. | Checkpoint *Name* |  |  |  |  |
| 2.2. | Checkpoint *Name* |  |  |  |  |
| 3. | … |  |  |  |  |

**9. Risks and risk management**

*Project risks are events or conditions that will have a negative impact on the project if they occur. Indicate the key risks that can significantly influence project results. You can include both strategic and operational risks.*

*Briefly indicate the risk management strategies and specific actions within these strategies.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Potential consequences** | **Probability** | **Level of impact (on deadlines, costs, project contents)** | **Risk management strategy** |
| Risk of… | Describe the consequence | High/low | High/low |  |
| Risk of… |  |  |  |  |
| Risk of… |  |  |  |  |
| Risk of… |  |  |  |  |

1. *Specify if the result (or elements of it) is one of the following:*

   * *creation of IPs that will be legally protected;*
   * *creation of results of innovative activity patented in Russia and/or abroad and/or shared via a license agreement with Russian or international organizations;*
   * *creation of new higher education or CPD programs to accommodate research and technological development in Russia or Russian regions, as well as economic or social sectors, and educational programs connected with digital competencies and digital technologies;*
   * *development of software, databases, learning management systems, or other IPs that accommodate the university’s digital transformation;*
   * *creation of funds, crowdsourcing or other socially-oriented platforms, including those meant for interacting with university staff, students, and graduates;*
   * *creation of national or international staff and student mobility programs.*

   [↑](#footnote-ref-1)