PROJECT PROPOSAL FORMAT
DATBED Program

I. PROJECT DESCRIPTION

Project Title   :

Name of School/ Address   :

School President   :

Project Adviser/s   :

Contact Details   :

Name of Student/s   :

Total Project Cost   :

    TAPI-DATBED
    Counterpart   :

    School
    Counterpart (if any)   :

II. BACKGROUND
- Brief description of the industry sector where the product/ technology belongs.
- Discuss current product/ process available in the market.
- Difference of the project compared with those existing in the market.

III. OBJECTIVES
- Aim of the technology validation as a new enterprise.
- Purpose of the project as income generating activity.

IV. TECHNICAL ASPECT
- Discuss technological process/ method adopted. Present the innovation(s) present in the product which makes it different from the existing ones.

- Advantage(s) of the products/ processes over the existing products/ processes in the market.
- Identify equipment/ tools/ machines used in the process that are available in the school.

V. MANAGEMENT ASPECT
- Present the duties and responsibilities of the students in the project implementation.
- Discuss the plans/ methods to be employed to monitor progress of the project.

Sample Gantt Chart of Activities (one cycle)

Project Activity	Timeline	Person-in-Charge

VI. MARKETING ASPECT
- Identify target customer and expected volume to be sold?
- How can the product penetrate the existing market?

VII. FINANCIAL ASPECT
- Estimate monthly/ yearly production based on the Line-Item budget.

Sample Line-Item Budget Format

Particulars	Unit cost	Total Amount/ Month or Year
Raw materials		
Packaging and labelling		
Utilities		
Promotional materials		
TOTAL		