



# Latin America CAPE Small Project Proposal Template

## The Project Proposal Template has five sections:

1. Background and summary of project
2. Objectives of the project; how they align with the CAPE(s)' impacts and outcomes and its performance measurement framework
3. Project implementation and management
4. Project budget
5. Evaluation and final report

### 1 Summary of project, including background information

- a. Project title:
- b. Where will the project take place?
- c. Who will deliver it?
- d. Is anyone else involved? How?
- e. Give a brief overview of the proposed project, including key contextual information and fit with other CAPE(s) activities, if relevant:

### 2 Project objectives

- a. Latin America CAPE impacts and outcomes:

- To prepare New Zealanders to engage with and do business with the countries of Latin America.
- More New Zealanders have appropriate language and cultural skills.
- There is enhanced public awareness of the importance of Latin America to New Zealand and in the world.
- New Zealanders understand how the study of Latin American languages and culture leads to success in the region.
- There are more sustainable relationships with the countries of Latin America, which strengthen New Zealand's profile, partnerships, and presence in the region.

- b. Direct impact on CAPE target audiences:

**Target audience:**

**Performance measure:**

*What exactly do you expect to achieve with this project?*

*How will you measure your results?*



### 3 Project implementation and management

a. Project activities and work plan

Activity	Deliverable	Timing/due date	Person responsible
<i>Add rows as needed</i>			

b. Project team

*Who has overall responsibility for the project?  
 Who will manage the project (if budget over \$10 k)?  
 Who else is involved in implementing it?*

c. Risks

What could go wrong?	How will you mitigate that risk?	Who is responsible?
<i>Add rows as needed</i>		

### 4 Budget

Projects under \$10,000 are to be invoiced on completion. Projects over \$10,000 can be invoiced monthly on actuals up to the total budget figure here.

Project Budget	Cost
Cost Categories:	
Project Staff (itemize – Hourly rate x total hours)	
Materials	
Travel	
Other ( <i>add rows as needed</i> )	
<b>Total Project Cost:</b>	



## 5 Evaluation and final report

*How do you propose to evaluate the success of the project? How will you report to the CAPE(s) on its success and what you have learned?*

## 6 Project sign-off

**Project leader** (person with overall responsibility for the project)

I confirm to best of my knowledge that this business case is complete and accurately captures all the costs, benefits, risks and other aspects pertaining to the project. I take responsibility for ensuring that the project delivers against the agreed project milestones on time, on budget, and to quality, reporting on emerging risks, and advising the CAPE Director(s) of change events as soon as practicable. Together with the CAPE Director(s), I will be responsible for the realisation of the anticipated project benefits and outcomes.

**Name:**

**Signature:**

**Date:**

### **CAPE Director**

I confirm that I support this business case. I will be accountable for monitoring the project execution and deliverables, and will terminate the project if it fails to meet quality specifications, budget, timelines, or scope. Together with the Project Lead, (and other CAPE Director, if applicable to this project), I will be responsible for the realisation of the anticipated project benefits and outcomes.

**Name:**

**Signature:**

**Date:**

### **CAPE Director (if applicable)**

I confirm that I support this business case. I will be accountable for monitoring the project execution and deliverables, and will terminate the project if it fails to meet quality specifications, budget, timelines, or scope. Together with the Project Lead (and other CAPE Director, if applicable to this project), I will be responsible for the realisation of the anticipated project benefits and outcomes.

**Name:**

**Signature:**

**Date:**



**Centres of Asia-Pacific Excellence**

**CAPE Director (if applicable)**

I confirm that I support this business case. I will be accountable for monitoring the project execution and deliverables, and will terminate the project if it fails to meet quality specifications, budget, timelines, or scope. Together with the Project Lead, (and other CAPE Director, if applicable to this project), I will be responsible for the realisation of the anticipated project benefits and outcomes.

**Name:**

**Signature:**

**Date:**

**Host University Budget Holder**

I confirm that I support this business case. Together with the CAPE Director(s), I will be responsible for the realisation of the anticipated project benefits and outcomes.

**Name:**

**Signature:**

**Date:**