**Annex B: Project overview**

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| Post: | Budget: £ | ODA / non-ODA | Project Dates: |
| Project Title **(TO BE PUBLISHED) Max 25 Characters**: | | | |
| Project Description **(TO BE PUBLISHED) What Project is and how it advances FCO Priorities. Max 4 lines:** | | | |
| I certify that the project described above meets country/directorate business plan objectives and, where appropriate, ODA eligibility criteria. I am satisfied that it represents value for tax payers’ money and does not pose undue risk to UK or FCO reputation. I confirm will be implemented in line with FCO best practice and sufficient resource is available to oversee implementation. I attach an activity based budget.  ………………….. [*Approved by Head of Mission or Deputy*]……………….. | | | |
| Implementer name: | | | |
| FCO Priority: Please select from this [list](https://extranet.fco.gov.uk/ourfco/priorities/Pages/default.aspx) | | | |
| Business plan objective: | | | |
| Project purpose: *What outcome will the project deliver? One sentence.* | | | |
| Project overview:  *Explain here what the project will do (activities) and deliver (tangible outputs).* | | | |
| Project rationale:  *Explain here how the output outcome achieved will contribute directly to post and UK objectives* | | | |
| How will you measure success?  *Explain how you will know if the project has been a success. What data will you use and what is your baseline?* | | | |
| How will the project impact UK reputation? How will you mitigate any risks? | | | |
| Will the project deliver economic benefits to the UK?  *Explain direct or potential benefits.* | | | |
| How will you ensure value for money?  *Explain how you will ensure the activities are delivered to the highest standard for the most economical cost. Also consider whether the intended outcome is worth the overall cost.* | | | |
| Post Board Comments:  *Please highlight any comments made at the Post Board Meeting.* | | | |
| Form completed by:  Position:  I confirm that Head of Mission or Deputy has seen this completed form, and that an [activity based budget](http://ubs.sharepoint.fco.gov.uk/sites/consular/TEAMS/ASSISTANCE/Shared%20Documents/Consular%20Programme%20Fund/Activity%20Based%20Budgeting%20Guidance.doc) is attached.  …………………..[*Signature*……………….. | | | |