**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*……………….. |