

*This is a Project Document Template with hints/guides for Implementing Partners*

# PROJECT TITLE

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## Project one-liner

### Project fact sheet information

Here should be added all the information as it will appears in proposals or agreements

Project title	
Grant recipient	
Dates covered by this report	
Report submission date	
Country where project was implemented	
Project leader name	
Team members (list)	
Partner organizations	
Total budget approved	
Project summary	

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## Project Summary

**Tips:** It is recommended to **complete this section once you have finalized the text of this project document**. It will be easier to go back through to build the summary based on the highlights of the project report the project team just put together.

The Project Summary can be up to **one page long**.

It should include a brief justification; an outline of the project objectives to be achieved; the project real timeline and the main activities conducted.

This section of the project document will be used to determine the abstract of the project and the objectives that will be listed in the proposal and the grant agreement.

[Project Title] is a project implemented by [Organization Name] from [Start Date] to [End Date] in [Country]. The project was designed in response to [brief context / problem justification]. Its main objectives were to [list 2–3 key objectives]. To achieve these goals, the team conducted activities such as [brief bullet points or list of main activities]. These actions aimed to [intended outcomes / expected impact, optional if known].

Example of 1 paragraph description = The “x” project, implemented by Sinar Project from January to December 2022, aimed to improve transparency and public participation in fiscal governance by developing accessible digital tools to monitor government budget allocations and expenditures. The project responded to the lack of open and machine-readable budget data in Malaysia, which limited civil society oversight. Key activities included building an open budget data portal, organizing capacity-building workshops for journalists and CSOs, and producing a policy brief on transparency standards.

Example of 3 paragraph + points description =

### **Background and Justification**

In Malaysia, public budget information is often fragmented and hard to access, preventing meaningful citizen engagement and limiting media scrutiny of government spending. This project was developed in response to growing demand for tools that enhance fiscal transparency and civic monitoring.

## **Objectives and Activities**

The “Open Budget Malaysia” project was launched with the following goals:

- To increase public access to national and local budget data
- To support civil society and journalists in using budget data for advocacy
- To influence better transparency standards in government reporting

Key activities carried out during the 12-month implementation period included:

- Developing and launching a public-facing budget portal
- Hosting 3 workshops in Kuala Lumpur, Penang, and Johor
- Publishing a data-driven policy brief on transparency and accountability

Timeline: The project ran from February x to July x, with major milestones including the launch of civic-tech platforms

Example of 1 paragaphy description

Example of 3 paragraph + points description

Example of 1 paragraph + illustration

## **Background and Justification**

**Tips:** The reader should be reminded of the **context** your organization is working, and where the project has been developed in.

This section provides a window to **understand the challenges** faced by the community you are working with.

Include a detailed description about the situation **before the project start**, describing any relevant aspects that make the project relevant in such a particular scenario.

The reader should be provided with a clear description about the problem(s) to be addressed through this project and the motivation from your organization and team members to get involved and offer a solution.

Tip: Just write what you think first.. then prove it

Examples of data/proof or context of the problem addressing

- context city, situation
- statistics / official data cases
- has other projects tried to do the same thing, were they successful or not?
  - if successful - justification for why you need to do more
    - tip: if the funder likes funded -> funding more of it so it has more impact
  - if not successful - justification why your idea is different
    - tip: if funder failed in previous project, how differently how there some learning failed.
- tip: case studies/data/recommendations is to find a relevant UN agency
  - data/publications/best practices
  - events/workshops in this space (partners)

## Project objectives

**Tips:** Please include here the **original objectives** that will be listed in the proposal and probably in the Grant Agreement.

If any objectives were modified, added or removed during the reported period this should be explained/justified.

### **Objective 1: Improve public access to fiscal data through open, machine-readable formats.**

This objective addresses the lack of accessible government budget data in Malaysia and aligns with [Funder's Name]'s commitment to open governance and data transparency.

### **Objective 2: Build digital tools to support civic engagement in budget monitoring.**

This includes developing a public-facing open budget portal to help journalists, researchers, and citizens better understand and track public spending.

### **Objective 3: Strengthen the capacity of civil society organizations and media to use budget data for advocacy and oversight.**

This objective was supported by conducting regional workshops and producing accessible training materials, enabling frontline actors to analyze and act on fiscal information.

### **Objective 4 (aligned with funder's cross-cutting themes): Promote evidence-based policymaking through open data and public participation.**

Through collaborative research outputs (e.g., policy briefs, visualizations), this objective links transparency efforts with democratic accountability and citizen voice in governance.

### **Tips to Remember:**

- Look at your **donor's strategy documents or recent calls** for proposals to

understand their focus areas.

- If your project doesn't match perfectly, **add a relevant supporting objective** that does.

- Show how your project offers **tangible results** that can be reused or scaled.

#### Goals/Objectives

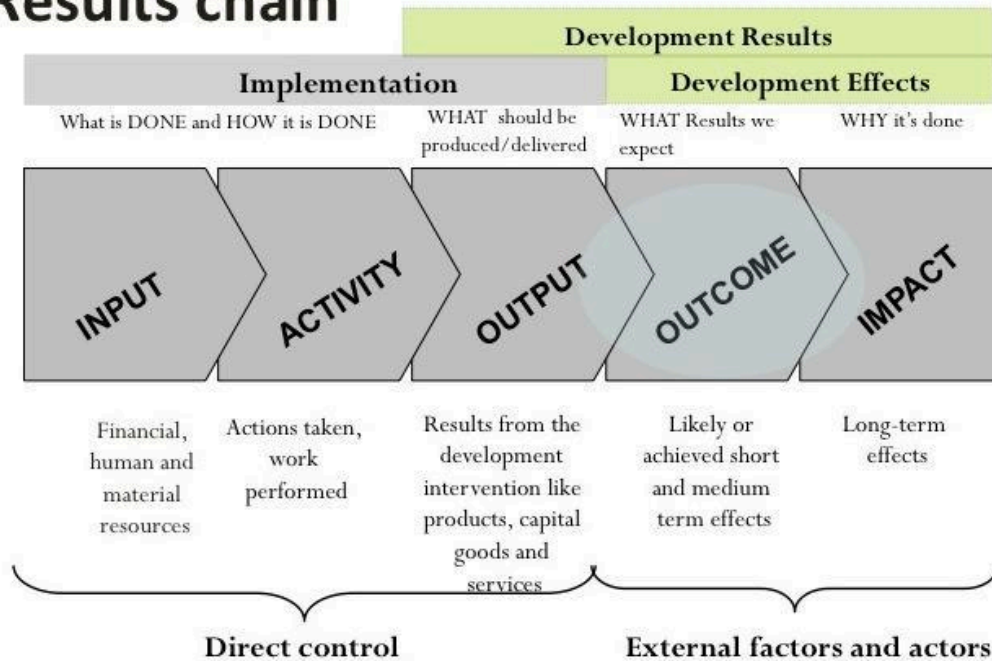
- TODO examples of definitions of Goals/Objectives
- Example: Reduce cases of online violence for women in Malaysia
  - Tip: Look at your funder/donor goals / objectives (it should match)
  - Tip: if it doesn't match directly, to add additional goal that can match
- Example: Your project should closely link to this goal
  - Example: Environmental impact of datacenters/it investment grant review
  - Link between PEPS data/policy and journalism

## Project implementation: understanding the chain that leads to results

**Tips:** This is the most important section of the report. Here, the reader will **understand the processes and operational issues** of your project and how they contribute to the achievement of the objectives and the theory of change behind the project implementation.

It's possible that the project team's understanding of the development problems to be addressed with this project will have evolved or **changed** from those described when the project was originally submitted and approved. If that is the case, please share what motivated the change and what course of action has the project team identified.

# Results chain



Results chain diagram provided by In Develop

- Project
  - Activities (Workshops, Research & Development)
    - Outputs (immediate change or results)
 

Paper, Report, Training report showed X number gained Y in knowledge

      - Outcomes / Impacts (changes not really in your control)
 

(end of project reporting)

Example: 3 of trainees did additional 5 workshops for 100 participants

Example: 1 of trainees help an MP table a bill for OGV
    - Impact
 

Example: After 100's of women trained on OGV, data shows that cases have been reduced.

Example: Citations, so project findings cited in new government report/policy for reducing OGV

Example: Citation FB cites project report in new measures to reduce OGV on platform
  - How am I going to do it?
    - Proposed activities, how are these activities all contributing

towards your idea (cohesive)

- C grade: Activity 1 leads to Activity 2 leads Outputs
- B: grade: (Better) Activity 1 will do X (workshop), but Activity 2 (research paper) will document all Activity 1 achievements to draft into policy paper
- A grade:(Best), All activities lead to the possibility of much greater impact or value than the individual cost. - reproducible, reusable
  - Workshop (Activity 1) - one of the outputs is a **training kit/module** for rights access through internet for rural women
    - this training material can be translated and adapted in future for all cities in Malaysia (good), better (South East Asia, best (globally)

#### Project: Improved AI Governance

- Activities - Research on gaps of AI laws/policy for Malaysia **(USD20K) (1st 2025)**
  - Research Paper
- Activity - Introductory AI law/policy for policy makers on findings of Research
  - Presentation (mininum) **(USD10K) (3rd 2025)**
  - Roundtable findings of AI policy makers (policy brief)
- Activity - Policy Drafting for AI for Malaysia **(USD10K)**
  - Model/Example AI policy for Malaysia

(Needed basic budget in a spreadsheet)

(Inputs) -> Budget

Programme Staff - USD40K

Expert Trainer - USD5K


Researcher

Workshop - USD10K x 2

Inputs

<https://docs.google.com/spreadsheets/d/1Qoxhv5F68VNmSmJfydgJN8xSi0j02R5XkZNW5DcQtDs/edit?usp=sharing>



inputs overview 					
Input	Type	Budget (USD)	Timeline	Notes	
Programme Staff	Human Resource	40000	Jan – Dec 2025	Core coordination, reporting, and partner engagement	
Expert Trainer	Consultant	5000	Q3 2025	Facilitates AI policy roundtable and presentations	
Research Activity (Paper)	Activity Budget	20000	Q1–Q2 2025	Research on AI governance gaps; forms project baseline	
Workshop: Policy Briefing	Activity Budget	10000	Q3 2025	Presentation of findings to policymakers	
Workshop: Roundtable	Activity Budget	10000	Q3 2025	Feedback from stakeholders for co-creating policy draft	
TOTAL		65000			

The project began with key inputs including funding support from [Funder's Name], a dedicated technical and advocacy team, partnerships with civil society organizations, and access to government and budget data sources.

### Activities

Implementation focused on three main activity streams:

- Development of a public-facing Open Budget Portal
- Organization of capacity-building workshops in three regions (Kuala Lumpur, Penang, Johor)
- Production of training materials and a policy brief promoting budget transparency

### Outputs

The key outputs included:

- A fully functional and publicly accessible budget portal with open, machine-readable data
- Three regional workshops delivered to CSOs and journalists
- Published materials including a data-driven policy brief and civic education content

### Outcomes

As a result of these outputs, the project contributed to:

- Increased media and CSO use of open budget data in advocacy and reporting
- Strengthened data literacy and confidence among civic actors
- Engagement with public officials around transparency standards

### Course Corrections / Learnings

During implementation, the project team noted that initial assumptions about government openness were overly optimistic. In response, the strategy shifted to prioritize capacity-building among civil society and journalists, rather than immediate policy engagement. This shift allowed for more grounded, community-led use of data and created a stronger foundation for future advocacy

## Implementation

### Inputs

#### *Examples:*

- *Programme Officer/Project Manager - 12 months*
- *Senior Web UX developer - 3 months*
- *Senior mobile app developer - 3 months*
- *Hosting Service - 12 months*
- *Workshop Venue*
- *Office Rent*

### Activity / Method

#### *Examples:*

- *Workshop*
- *Focus group*
- *Presentation*
- *Survey*

### Budget

#### *Examples:*

- *Venue rental cost*
- *Necessary devices for a workshop*
- *Salaries*
- *Travel expenses (hotel, airfare,...)*

### Outputs

#### *Examples:*

- *5 workshops training a total of 150 people on awareness of their electoral rights.*
- *An online web and mobile app and system to collect crowd sourced locations of voters*
- *Used in number of court cases as evidence*

### Milestones and Timeline

#### *Examples:*

#### Workshop

- *July - Workshop in Nay Pyi Taw with MPs*
- *August - Workshop in Yangon with CSOs*

## Research Notes

- February - Documentation
- April - Second Research Note

----- at this stage without parts below this line, you have a good enough concept note  
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## Communication / Dissemination plan

### **Tips:**

When creating a dissemination plan, consider the following key elements:

- **Audience:** Identify who needs to receive the information.
- **Approach:** Choose the most effective way to share the information (e.g., reports, events, media).
- **Timing:** Determine when the information will be most relevant or impactful. It can include **presenting your findings at key events**, conferences, or workshops. Think about which events or platforms you should attend to share your work.
- **Responsible Party:** Assign who will manage and lead the dissemination process.

### **Additional Tips:**

- Planning dissemination early can also help **build your project budget** – consider allocating costs for **travel, materials (e.g. newsletters, infographics, videos), or event participation**.

Channel & Output	Key Message	Audience	Person in Charge	Budget (when required )	Actions needed	When to release/do
<i>Example:</i> Popit NG API/DB Project Page Website, Social Media, bSinar Monthly Newsletter, Poplus ML , Web Foundation channels	<i>Example:</i> New version of Popit DB/API with new features is now being developed and maintained by Sinar Project	<i>Example:</i> Open data/civic tech developers/i mplementers	<i>Example:</i> Khairil (Sinar Project's coordinator)	<i>Example:</i> 0	<i>Example:</i> Organise website page with latest description and updates	<i>Example:</i> Jan 08th, 2016

## Development Impact and Outcomes

In results-based project planning, it is essential to distinguish between a *goal* and an *outcome*, as they both serve different purposes in the project design and evaluation process.

A goal = *broad, long-term vision* that defines the overall direction and purpose of a project. Ambitious and visionary, but not always directly measurable.

Outcomes = *measurable changes* that result from the project's activities and outputs (with the help of the SMART indicators) They are often linked to specific objectives and serve as indicators of success. Outcomes reflect real shifts that occur as a result of the project, and are usually tracked within a 1 to 3-year period.

### Expected Outcomes

#### **1. Increased government adoption of open data standards and publication of fiscal/policy data in machine-readable formats**

- o Sinar Project's civic-tech platforms (e.g. Representatives, Accountable) push for structured open data to improve transparency
- o Reports note continued advocacy for government-wide open data adoption, particularly via MAMPU's open data portal ([data.gov.my](http://data.gov.my))

#### **2. Expanded use of fiscal and political data by journalists, civil society, and researchers for advocacy**

- o Coverage indicates Sinar's data services have provided useable data to journalists and CSOs to track government behavior and corruption
- o A data journalism assessment in Malaysia underlines reliance on open data and civic tech to support investigative reporting

#### **3. Greater public engagement with policy and budget information through accessible digital platforms**

- o The Sinar Project's open data portal and public-facing tools were explicitly designed to encourage citizen access, innovation, and public participation

## Expected Outcomes

Examples:

- *Government action to make parliament information accessible to the public*
- *Implementation of government policies to support affordable Internet access*
- *Improved accessibility of public internet services*

External factors and actors that have a long term effect/impact on the project's results

Examples:

*Government bodies/policies (e.g. Malaysian Communications and Multimedia Commission)*

*Internet Service Providers (e.g. prices, products and services)*

Risks: SWOT, Challenges and other risks and how you plan to overcome them

Risk Description	Risk Level	Mitigation Strategy
Anti-NGO legislation could limit project operations or data access	Low	Decentralize project roles and use local partner organizations to lead sensitive components.
Natural disasters (e.g., floods) may affect workshop logistics	Medium	Schedule activities outside high-risk seasons; prepare hybrid or online alternatives
Far-right or anti-transparency groups may disrupt public workshops or events.	Low	Limit public promotion of workshops (invite-only), collaborate with trusted local community partners to pre-identify participants, and select discreet yet accessible venues with a clear incident response protocol in place like urban areas.
Political change may reduce government openness to release budget data	Medium	Stay neutral politically, and make sure your data comes from a variety of trustworthy sources so your project stays resilient and credible even if the political context shifts.

*Examples:*

*Risk of arrest of key project members, funding etc. Helps with donors doing some diligence on whether this project can fail and if something can be salvaged.*

## Indicators

**Tips:** Indicators help to **measure project's progress**.

Indicators help the objectives that were set by the project team to be affordable, tangible, and measurable.

They help to verify the success and rewrite the course in case we are not achieving it.

An indicator could be quantitative (percentage, amount) or qualitative (perception, opinion).

The SMART approach to indicators:

**S**      **Specific**

**M**      **Measurable**

**A**      **Achievable (acceptable, applicable, appropriate, attainable or agreed upon)**

**R**      **Relevant (reliable, realistic)**

**T**      **Time-bound**

*Please use the table below to share your project indicators, for initial proposal baseline and indicator columns must be filled up. Refer to Outputs section for some of your indicators.*

Tip: Ask for our look for indicators of your funders/SDGs

Baseline	Indicators	Progress	Assessment	Course of action
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Refers to the initial situation when the projects haven't started yet, and the results and effects are not visible over the beneficiary population.	How do you measure project progress, linked to the your objectives and the information reported on the Implementation and Dissemination sections of this report.	Refer to how the project has been advancing in achieving the indicator at the moment the report is presented.	Descriptions should be clear and ideally contain operational terms where needed. Please describe the quality dimensions.	What is the project team planning to do next is very important to document, specially if changes to the original plan have to be implemented for the success of the project.
0 civil society orgs trained on open data governance	Number of partic practices	Not started	Pre and post workshop surveys on understanding of open licensing, data rights, and public data use  15/20 participants improved post-assessment scores	Translate training materials into local languages; adapt sessions for different digital literacy levels
No prior government engagement on open data	Number of meeting	Planning underway	4 consultations scheduled with Ministry of Communications and Open Government Unit	Prepare briefing notes and case studies to present at policy roundtables

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## Bibliography

**Tips:** Include complete bibliographic references to all sources (printed, on-line, quotes, etc) used to prepare the different sections of this report. The APA style guide offers examples about how to reference a variety of sources. <http://www.apastyle.org/learn/quick-guide-on-references.aspx> (as accessed on 3/7/2013).