

This document describes the vision of the project. What need or problem we are meeting and conceptually, how we intend meeting it.

This document can also be described as the vision document and should be viewed as the canonical source of the essence of the project. At any point, should a decision be pending based on alignment to the project, the concept document should provide enough detail and guidance to be able to make the decision.

It's important to note that the concept might be shared with outsiders and should contain a list of key contacts (internal and external) and their roles. This will assist with knowing who to communicate to at what stage of the project.

[ProjectName] Concept Note

Introduction

<Provide a brief summary of this project>

Background

<How did this project come to be?>

Opportunity

<What opportunity or need are we meeting with this project?>

Vision

<Describe the vision of this project, including who is being targeted and how. How do we know what success looks like?>

Relationships

<Who is involved with this project - who are the partners/clients/donors, what are their roles?>

OpenUp

Reg no: 133-850 NPO, Codebridge, Claremont, 7735, South Africa

 +27 21 671 6306

 info@openup.org.za

 www.openup.org.za