

NEEDS-ASSESSMENT PROJECT PROPOSAL

I. Proposed Program Title:

II. Project Team :

Leader:

Members:

III. Introduction

A. Issue/Problem to be addressed:

B. The target group and reason/s for choosing it:

IV. Method

V. Project Details

Activity	Timeline	Personnel	Budget
TOTAL:			
IMPACT ASSESSMENT PLAN			
Outcome	Indicator	Method	Frequency

VI. Line Item Budget: (Format and Sample)

BUDGET ITEM	PARTICULARS	SUB-TOTAL	ESTIMATED COST
1. Operating Costs			00,000.00
1.1 Supplies	1.1.1. Ink cartridge: HP (P1,000.00/pc. x 3)	0	
	1.1.2. USB: 1G (P1,000.00/pc. X 2)	0	
	1.1.3. Bond papers – subs 16(P120.00/ream x 2 reams)	0	
	1.1.4. Etc.	0	0,000.00
1.2 Communication	1.2.1. Cell cards (P300/pc. x 4)	0	
	1.2.1. Etc.	0	0,000.00
1.3 Documentation	1.3.1. Cassette tapes: 60 mins (P90.00/pc. x 20)	0	
	1.3.2. Batteries: Size AAA (P60.00/pair x 20)	0	00,000.00
1.4 Etc.	1.3.3 Etc.	0	
2. Travel Costs			00,000.00
2.1 Fare	2.1.1. Bus Fares to and from Brgy Dos (P50.00/trip x 2 x 6 trips)	0	
	2.1.2. Rent of van/jeepney (P500/trip x 3 days x 6 trips)	0	
	2.1.3. Taxi fare within Baguio (P100 x 2 x 6 trips)	0	0,000.00
2.2 Food Expense	2.2.1. Meals (120/meal x 3 meals x 3 days x 6 trips)	0	
	2.2.2. Snacks (50/snack x 2 snacks x 3 days x 6 trips)	0	0,000.00
2.3 Etc.	2.3.1 Etc.	0	0,000.00
3. Others			00,000.00
TOTAL BUDGET			000,000.00

Prepared by:

Faculty
Department of _____

Endorsed by:

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School of _____