	EWB- India
	PAF PROJECT CHARTER & ASSESSMENT FORM
	PAF Date: **PAF Ref No. :**
Guidelines for Completing Charter	Plz fill up sections 1, 2 and 3 this Form thouroughly. Section 4 for EWB-India official use, for assessment ; All fields with ✳ are mendatory ; You may also read separate guidelines attached in a separate document , with a link below the PAF new form link in the Web-site

Section 1: PROJECT SUMMARY

1.1 ✳	**Project Title :** **Project Domain: (as per PAF Form) : Water/ Power/ Education/ Healthcare/ Hygiene / Environment etc.** Submitted by : ☐ EWB Professional Chapter ☐ EWB Student Chapter ☐ NGO/ Organization Consent to assist taken from : ☐ EWB Professional Chapter ☐ Institute ☐ Corporate CSR. ☐ EWB- India
1.2 ✳	**ADDRESS:** Chapter/ NGO Name : Contact Person's Name: e-Mail : Mobile No.: (Digital) Signature:

Section 2: CONNECT PARTNERS; EXPLORE PROBLEMS; SELECT PROJECT

2.1 ✳	**Partners connected for Finding/ defining Project** ☐ Social Organization (panchayats; Slum Influencers; …..) ☐ Corporate CSR group ☐ EWB Professional Chapters; Students Chapters ☐ Engineering Colleges; Business Schools; Universities) ☐ Other NGOs (Rotary Club; Lions Club; …..) ☐ Any Other (Plz specify)

2.2	**Plz provide Address, Name and contact number of the Partner's there.** Address: Name of Contact Person: ☐ Contact No. ☐ eMail:
2.3	**Problems Explored in Domain :** ☐ **WATER:** (Storage; Conservation; Distribution; Treatment; Filtering; Source Development ; Reuse/ Recycle of water etc.) ☐ **POWER:** (Availability & Consumtion of Fuel/ Electricity; use of Solar; Other Renewable Energy sources etc.) ☐ **EDUCATION:** (e-Learning; Low cost Education solutions for masses; Interactive learning ; Course Curriculum development & delivery etc.) ☐ **HEALTH/ HYGIENE:** (Drainage System; Sanitation etc.) ☐ **ENVIRONMENT :** (Rain Water harvesting; Environmental pollution control; Air Quality improvement; Conservation of natural Resources : Use of Local resoureces for construction etc) ☐ **OTHERS :** (Use of Information/ Digital Technologies for problem solving etc.)
2.4	**Write about 150-200 words regarding Key Points / Notes about problems "EXPLORED":**
2.5 ✳	**Write about 100-150 words regarding problem "SELECTED" for the Project:**

2.6 ✳	**Main reasons for the Problem Selected for the Project:** ☐ Quality of Life Issues for Society (like, Better Quality of Life; Happier Day-to-Day Life; Better Environment Education, Development) ☐ Innovation & Learning ☐ Re-Usability : Where Else, this solution (with or without some modification) can be used for societal benefits ☐ Environment: Positive or negative impact on the environment, And Sustainability ☐ Others (Plz specify)
2.7 ✳	**Extent of Impact on the Beneficiaries : (both What impact and Number of people to be benefitted)** Primary beneficiary of project **Beneficiary Information: Please provide information of the group including in terms of ethnicity, Tribal,Language spoken,culture etc. (Approximately 100 words).** Direct Impact On People : Indirect Impact on the People :
	Write 150-200 Words about the Project : (Main Objects & Goals; Main Benefits ; Sustainance)

Section3: PROJECT HIGH-LEVEL DETAILS				
3.1 ✳	**Project Work SCOPE at high level**			
	1			
	2			
	3			
	4			
	Out-of-Scope for this Project Work			
	a.			
	b.			
3.2 ✳	**Key MILESTONES for Review and Target Dates**	**Budget Required**	**Target Date**	
	1. Detailed Design Approved bt Faculty/ Experts			
	2 The PROTOTYPE Made : Details ; Drawing ; photpgraphs; Videos etc ready..			
	3. Protptype taken to the End-Users/ Beneficiaries, their feedback taken in terms of Value to them			
	4. Design/ Solution/ Prototype modified & finalized based on Beneficiaries Feedback			
	5. Feedback from other Stakeholders Taken and incorporated			
	6. Final Solution implemented			
	7. Final Project Report with all Design Details and implementation Experience & Lessons Learnt completed			
3.3 ✳	**Main RISKS Expected (Both: Internal & External Risks)**	**Brief Action- Plan to manage Risk**		
	1			
	2			
	3			
	4			
	5			
	6			
	7			

	Project MEASURE of SUCCESS / Extent of Impact on the Beneficiaries : (both Type & Quantum of impact and Number of people to be benefitted)
3.4	Ditect Impact On Society/ People (main beneficiaries)- Indirect Impact on Society/ People (main beneficiaries)- Benefits to Other Stakeholders (Students/ faculty/ Corporate CSR/ NGOs/ EWB)
	Write 100-150Words about the Project Impact / Benefits for the beneficiaries, including your learnings)
3.5	**PROJECT MANAGEMENT RESPONSIBILITIES (All names need not be filled)**

Project Ownership ✳:
☐ Name of Proj Owner:
☐ eMail :   ☐ Contact number:

Project Team-members ✳, if any : (You may have any reasonable number of members: add lines , if necessary)
☐ Proj Member 1:   ☐ eMail :   ☐ Mobile # :
☐ Proj Member 2:   ☐ eMail :   ☐ Mobile # :
☐ Proj Member 3:   ☐ eMail :   ☐ Mobile # :

Faculty Advisor ✳ (Minimum one Faculty Adviser is must)
☐ Faculty Adviser 1:   ☐ eMail :   ☐ Mobile # :
☐ Faculty Adviser 2:   ☐ eMail :   ☐ Mobile # :
☐ Faculty Adviser 3:   ☐ eMail :   ☐ Mobile # :

Professioanl Member
☐ Professional Member 1:   ☐ eMail :   ☐ Mobile # :
☐ Professional Member 2:   ☐ eMail :   ☐ Mobile # :
☐ Professional Member 3:   ☐ eMail :   ☐ Mobile # :

3.6	**Project Maintenance and Sustainance Responsibility**
	☐ Member Name : ☐ eMail : ☐ Mobile # :
	<u>**Write 150-200 Words about the Project's Maintenance & Sustainance:**</u>
3.7	**Proposed Role of partner Corporate CSR/ NGOs** Name of the Corporate / NGO: Role Envisaged :
3.8	**Proposed Role of Partner (Engineering Colleges; Business Schools; Universities)** Name of the Partner College Role Envisaged :
3.9	**PROJECT FINACIALS (APPROXIMATE AT BUDGETORY LEVEL)**
3.9 a ✳	Total Budget (and its break-up into) One time Investment / Fixed Cost ☐ Capital Equipments (if any) ☐ Material Cost ☐ labour Cost ☐ Overhead Cost
3.9 b	Recurring (annual) Cost, if any
3.9 c	Recurring (annual) Revenue, if any

PROJECT EVALATION (On the scale of 5; 5 being the highest and 1 being the lowest)

Criterion	Rating					Comments, if any
Reasons for Project Selection (benefits etc)	☐ 5	☐ 4	☐ 3	☐ 2	☐ 1	
Alignment to EWB- India Mission & Goals	☐ 5	☐ 4	☐ 3	☐ 2	☐ 2	
Definition of SCOPE	☐ 5	☐ 4	☐ 3	☐ 2	☐ 3	
MILESTONES Considered	☐ 5	☐ 4	☐ 3	☐ 2	☐ 4	
RISKS Considered	☐ 5	☐ 4	☐ 3	☐ 2	☐ 5	
Detailing of FINANCIALS	☐ 5	☐ 4	☐ 3	☐ 2	☐ 6	
OVER-ALL Project Feasibility Rating	☐ 5	☐ 4	☐ 3	☐ 2	☐ 7	

Write 100-150Words about the Project Impact / Benefits for the beneficiaries, learnings)

FINAL RECOMMEN DATION	☐ Recommended to Go Ahead ☐ Not Recommended ☐ Conditionally recommended, subject to following modifications incorporated:
ASSESSED by	1. Name
	2. Organization:
	3. Mail ID
	4. Contact Number: