|  |  |  |  |
| --- | --- | --- | --- |
| Projecttitle | | : | |
| Owner  Submitter  Intended Project Manager  Projectgroup members  Steering committee members (if applicable) | : <name and position >. The owner must approve this project and indicate how this project contributes to improving the quality of education  : < name>  : < position >  : < microsectionnumber >  : < name>  : < position >  : < microsectionnumber >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise >  : < name, microsectionnumber, expertise > | |
| Type project | : For example HoKa project | |
| Alignment  (if applicable)  Intended starting date | : □ Yes / □ No / Not applicable  If your project has an IT component (app, website, software, etc) you should discuss this in advance with the Information Manager Education. (Marc Remmers: w.remmers@erasmusmc.nl), and incorporate his input into the project plan.  : □ Yes / □ No / Not applicable  We ask you to submit a realistic budget as part of the project proposal. You should coordinate on this with the controller of your department/theme and with the controller of research & education (Francine IJpelaar: f.ijpelaar@erasmusmc.nl).  : □ Yes / □ No / Not applicable  If your project uses the services of OBA or OSC, it should be coordinated with the manager of this business unit in advance. The manager should approve the involvement of the listed OBA/OSC personnel. Please contact: Ellen Thuis: [e.thuis@erasmusmc.nl](mailto:e.thuis@erasmusmc.nl)  : Intended end date : | |

The following table has to be completed by the owner of this project: this may be a program director or the vice-dean

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Het project is ten behoeve van de volgende doelgroep: | ☐ Alle opleidingen binnen de faculteit | ☐ Meerdere opleidingen binnen de faculteit | ☐ Eén opleiding binnen de faculteit | ☐ Een deel van een opleiding (bv een onderwijslijn) | ☐ Een los onderdeel van een opleiding (bv een vak) |
| De impact van dit project binnen de doelgroep is: | ☐ Laag | ☐ Matig | ☐ Redelijk hoog | ☐ Hoog | ☐ Zeer Hoog |
| De prioriteit van dit project is: | ☐ Laag | ☐ Matig | ☐ Redelijk hoog | ☐ Hoog | ☐ Zeer Hoog |
| Het draagvlak voor dit project is | ☐ Laag | ☐ Matig | ☐ Redelijk hoog | ☐ Hoog | ☐ Zeer Hoog |
| Er is financiering voor dit project | ☐ Ja | ☐Aangevraagd | ☐Nee |  |  |
| De financiering voor dit project kan komen uit (meerdere mogelijkheden aankruisbaar): | ☐ HOKa-middelen | ☐ NWO | ☐ Community of Learning and Innovation | ☐ De opleiding GNK, NB, KTTM of de ReMas | Anders te weten: |
| De hoogte van het budget voor dit project is waarschijnlijk: | ☐ > 500k€ | ☐ 500k€ - 300k€ | ☐ 300k€ - 150k€ | ☐ 150k€ - 50k€ | ☐ < 50k€ |

# Lay summary (leken samenvatting)

In layman's terms, give the essence of the project proposal.

**Max 7 lines**

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# Link of project to vision and strategy

Indicate which of the OCW themes this project falls under (choose 1).

Indicate how this project contributes to improving the quality of our education programs.

Indicate how this project fits the Erasmus MC ambitions (Koers23, Koers28)

Indicate how this project fits the EUR ambitions.

**Max 20 lines.**

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# Consistency with other Projects (Samenhang met andere Projecten)

Describe the connection and/or dependencies with other projects (possibly including EUR projects) and how this project affects them. Do not limit yourself to currently running projects, but also describe (possible) future projects. In doing so, also describe any impact on the other projects.

**Max 10 lines.**

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# Necessity (Noodzaak)

Describe here what the need is to carry out this project. Indicate:

* From which direction the demand comes (social, educational, NSE, accreditation, student participation, EUR, Erasmus MC policy, operations, etc).
* For which stakeholder group this project is important.

Describe here what bottlenecks you solve with this project or what opportunities it offers.

Describe here what risks (e.g. financial/qualitative) Erasmus MC or the program will run if this project is not implemented

**Max 20 lines.**

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# Objectives of the project

Formulate SMART the objectives of the project.

* Specific; Is the objective unambiguous?
* Measurable; Under what (measurable/observable) conditions or form is the objective achieved?
* Acceptable; Is it acceptable enough to the target group and/or management?
* Realistic; Is the goal achievable?
* Time-bound; When (in time) must the goal be achieved?**.**

**Max 20 lines**

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# Project content. (Inhoud van het project)

Describe what the project entails

- Formulate the key steps and milestones in the project .

- Describe the main results (effects) of the project

- Describe clearly how this project contributes to improving the quality of education.

**Max 80 lines (=2 pages)**

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# KPIs and project evaluation

Explanation of KPIs

The abbreviation KPIs stands for Key Performance Indicators or Critical Performance Indicators. They are determined at the start of a project, monitored during the project to measure (and possibly adjust) progress of the project, and after completion to reflect on the success of the project. Good monitoring of KPIs helps the project manager and owner determine when they are satisfied with the results achieved.

KPIs can be quantitative, such as the percentage of teachers who have completed a particular training course, an increased pass rate for a particular educational component, or a desired outcome on a survey question (≥ 60% of respondents indicate that the Education Center has enough suitable study spaces). But qualitative is also possible, for example by holding a focus group meeting with students at various times during a project to get an impression of their attitude toward a subject that you expect the project to influence.

It is also possible to combine KPIs with each other. If, for example, both a survey about student experience and x number of observation moments indicate that there are enough suitable study places in the Education Center, this conclusion becomes more convincing.

A KPI is measurable and indicates quantitatively/qualitatively what you ultimately want to achieve

**Max 20 lines**

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# Embedding project in normal operations (Borging project in normale bedrijfsvoering)

If your project leads to a permanent change and becomes part of normal operations (e.g., by becoming part of the curriculum), you should make binding agreements about this in advance with the program director and with the R&D controller.

Indicate how you will ensure that your project will be embedded in the normal operations of Erasmus MC after completion. How will the results be implemented after completion; and what will be the consequences of this for the existing organization (e.g. will there be permanent costs involved, or will (work) processes have to be adjusted?). It is important that the owner of this project supports the implementation of the project into normal business operations. You should discuss this with the project owner and with the business controller.

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# Those involved (Betrokkenen)

Name and role of those involved in the project.

Name the intended project leader and argue that this person can function as project leader.

In the case of an IT project or a project with a clear IT component, this project should be coordinated with the Information Manager. Describe how his input was incorporated.

**Max 20 lines.**

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# Timeline

Clearly state when the project starts, what goals you want to have achieved by when, what milestones you will achieve by when, and when the project ends. The more detail you provide here the better the project can be monitored by Owner and by Participation. Experience shows that most projects need six months to get off to a good start.

**Max 15 lines.**

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# Budget (Begroting)

Complete the attached Excel file (Begrotingsformat HoKa 2023) and state here:

Total request budget: € xxx,xxx

IMPORTANT:

* The project has a budget per calendar year. If the realization falls short of the budget, the remaining budget cannot be carried over to the following year.
* Experience shows that most projects need six months to get off to a good start. Keep this in mind in your budget
* In the budget, 0.025 fte/year is budgeted for "HoKa coordination" (this is already pre-filled).
* You can also budget for the efforts of project group and steering committee.

By submitting this project proposal, the Project Proposer certifies that the Owner agrees to this submission.

Date

Name Owner of the project

Signature of the Owner of the project