Inception Report Template

PROJECT TITLE

Inception Report

1. Introduction

1.1. Inception Report Purpose
(Confirming mutual strategy for project details; to re-evaluate the objectives and scope of the project in the light of time elapsed; to refine proposed methodology and approach in the light of observations of the project team on site; to set for the implementation of the project)

1.2. Project Objectives and Scope
(Short description of objectives and scope)

1.3. Project Organization
(Descriptions of units and staff involved in the project, so as their roles and links)

Annex: Project Organization Chart

1.4. Project Mobilization Activities and Accomplishments
(Detailed descriptions on conditions, restrictions and responsibilities for mobilization activities)

2. Planned Objectives, Results and Activities

2.1. Component 1

2.2. Component 2

2.3. Etc.

(Detailed explanation for each stated objective, including specific results and necessary activities for each objective)

3. Project Work Plan

3.1. Work Plan Schedule

(Graphical representation of project tasks, usually as a bar chart diagram. It might also include project staffing schedule as a separate additional plan)

Annex: Bar Chart

3.2. Responsibility Chart

(Tabular presentation of dependency between key project outputs and particular actors)
Annex: Responsibility chart

4. Implementation Issues

4.1. Start-up Issues

4.2. Implementation Issues

4.3. Sustainability Issues

(Descriptions of particular issues for management consideration)

5. Appendices

(Different useful sources of additional information such as: Project terms of references, Partial list of persons contacted, On-going consultancies)