

Fellowship project plan

Templates

# Introduction

This document will help you plan your project and your activities during the fellowship. It should be seen as a starting point, you are free to add sections to it to better fit your goals. We recommend that you complete it before the first expert session on August 18, and then revisit it often to add, edit or consult it. It is a living document not a one-off activity.

In this document you will find the following templates:

* Project overview
* Fellowship goals plan
* Thinktankers skills
* Personal fellowship plan

# Project overview

## Project title

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## Background

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## Description

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## Goal

*The goal is an aspirational statement about what you want to achieve. Keep it concise, clear, and easily understood.*

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## Objectives

*Keep objectives SMART: Specific, Measurable, Achievable, Realistic, and Timely*

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## Project SWOT

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| **STRENGTHS** | **WEAKNESSES** |
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| **OPPORTUNITIES** | **THREATS** |
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## Others

You can continue working on the project overview and include the sections that fit what you want to do. For example: strategies, tactits or activities, resources needed, theory of change etc.

# Fellowship goals

Answering these questions will help you plan better what you want to achieve out of this fellowship.

## What would you like to achieve in the 5 months of the fellowship?

Taking into account your project, your time availability,the resources you have access to etc.

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## What can help you achieve this?

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## What could deter you from achieving this?

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## **How do you think the fellowship could help you?**

Please provide at least 3 specific ways in which you foresee taking advantage of the program

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### Learning

More specifically, identify 2 or 3 areas you would like to learn more of (the resource library is a good place to start) to strengthen your knowledge/skills related to different areas of think tank management

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### Engaging

Are there any specific persons/organizations from which you would like to learn? Who can we help you connect with?

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### Outputs

What outputs will you produce of your lessons learned/Results/Outcomes/Findings ?

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# Thinktanker skills

Borrowing the concept from Simon Maxwell, from thinktankers skills to your own specific project. Reflect the skills in which you are stronger, and the ones you need to work on more, if possible start identifying what could you do to improve them

## Networking

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## Story-telling

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## Engineering/Planning

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## Fixer/Political Savviness

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# Personal fellowship plan

Building on these reflections think of the actions you will have to undertake from here until the end of the fellowship

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| Milestone | Task | Related objective | Support from |
| AUGUST |
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| SEPTEMBER |
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| OCTOBER |
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| NOVEMBER |
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| DECEMBER |
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