

Name of Organisation

Project Business Plan

Confidential

Operation Title

Address Line 1

Address Line2

City, Postcode

Tel: (++356) XXXXXXXX

Fax: (++356) XXXXXXXX

Email: name@domain.com

Date: day/month/year



Maritime and Fisheries Operational Programme 2014-2020
Part-financed by the European Union
European Maritime and Fisheries Fund (EMFF)
Co-financing rate: 37.5% European Union funds; 12.5% national funds;
50% private funds¹



Investing in sustainable fisheries and aquaculture

¹ The public intensity rate for enterprises above the thresholds of small and medium size (SMEs) shall be reduced by 20% as per Annex 1 of Regulation (EU) No. 508/2014 - http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

Mission Statement

The mission statement defines the business the said organisation is in today. Provide a description of the main business activities carried out by the Applicant.

General Entity Description

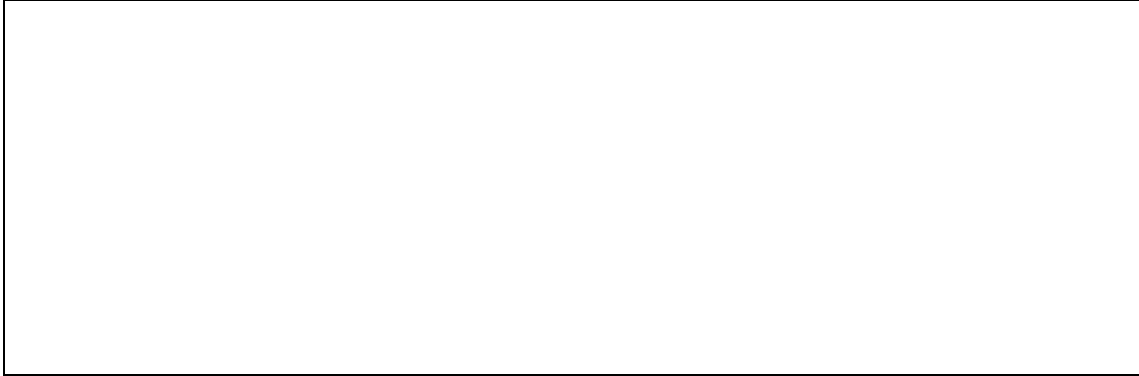
This section could provide:

- The basic entity information, including the set up and ownership of the entity;
- Relevant legislation and permits/licenses obtained (if applicable); and
- Brief description of products or services offered.

Internal Entity Analysis

This section could incorporate:

- An analysis of the entity's resources, competencies and capabilities;
- Strategic issues and challenges facing the organisation; and
- Cost structure.



External Environmental Analysis

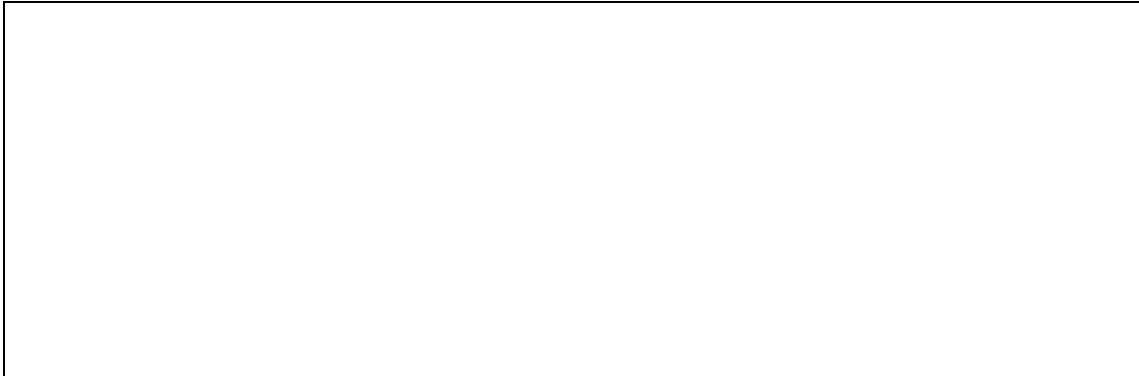
This section could include, where applicable:

- A description of the relative industry and its economic features;
- Drivers of industry change;
- Industry key success factors;
- Industry prospects;
- PEST (Political – Government policy and legal issues; Economic; Social; Technological) analysis;
- EU related developments and funding opportunities; and
- Relevant Government policies and their impact on the entity, and reference to the National Reform Programme and the Aquaculture Strategy for the Maltese Islands.



SWOT Analysis

This section should present the strengths and weaknesses (internal) and opportunities and threats (external) faced by the organisation.



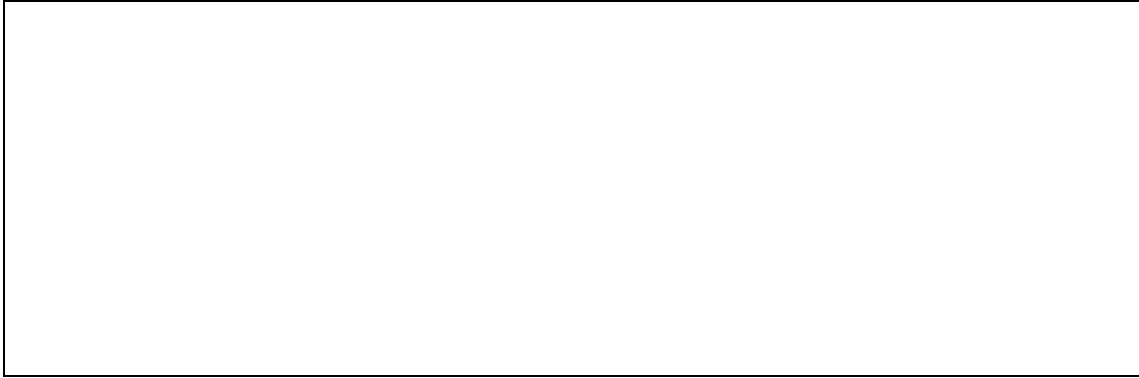
Purpose

This section should describe the reason for undertaking the project, indicating the expected benefits. It should provide a brief explanation as to why the proposal is being treated as a project and why it has been proposed and prioritised at this stage. It should include links to Government policies, priorities and other strategic plans.



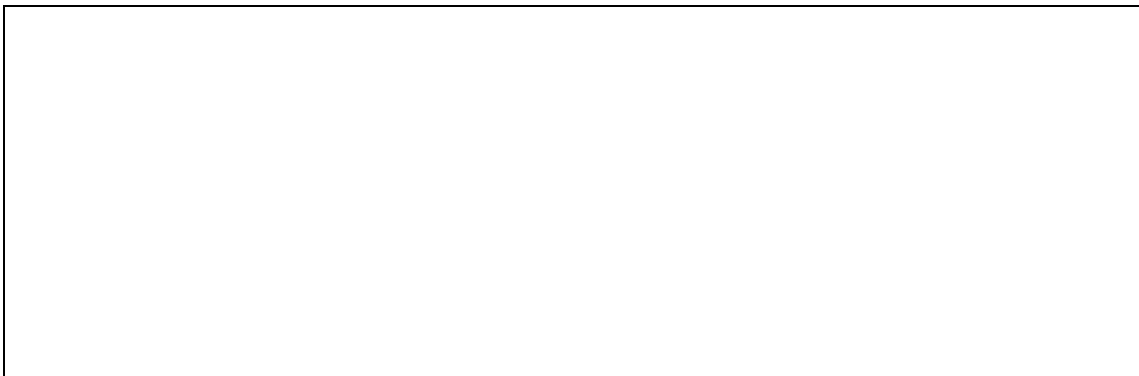
Objectives

This section should define the product and results to be achieved by the project, its returns and benefits. Commitment towards specific outcomes and results, as well as provision of a yardstick against which performance and progress can be measured, should be shown. Objectives should be clear, specific, measurable, achievable, acceptable, realistic, time bound and consistent with the strategy.



Areas of Work

This section should define the areas of work into which the project will be divided, providing a brief description of the works to be carried out in each area. (e.g. facilities, construction, mechanical, electrical, information systems, human resources, administrative).



Finance Sources

This section should indicate the source of the funding for the project, including:

- Own Resources;
- Consolidated Fund;
- EU Funds – Structural Funds, European Maritime and Fisheries Fund; and
- Any other financing source – to be specified.

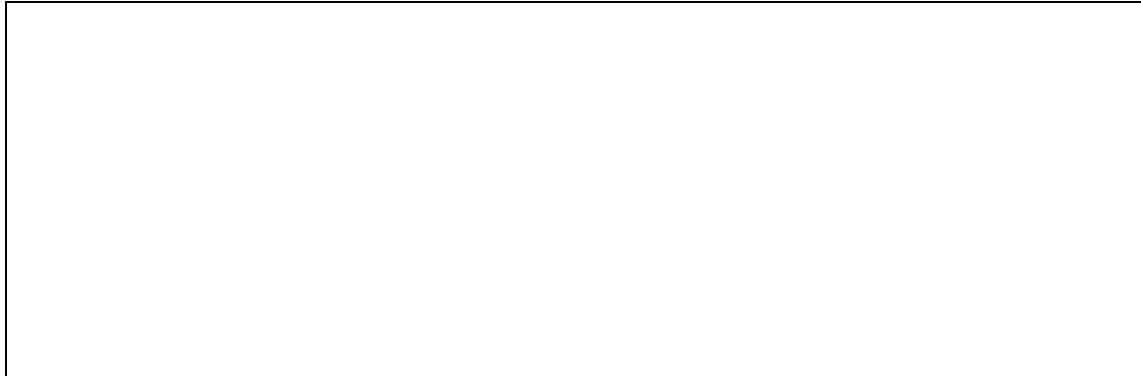
Milestone Plan and Responsibility Chart

This section should identify the major milestones/activities, their scheduled start and finish, the estimated cost of the implemented activity and details of the person/service provider with the overall responsibility for the milestone.

No.	Milestone/Activity Description	Start (insert date)	Finish (insert date)	Responsible Person/ Service Provider	Estimated Cost of the Activity Implemented
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Management System

This section should define the tools and techniques for planning and controlling the project and supporting computer systems. It must also include quality plans and control procedures.



Measures of Success

These measures provide a yardstick that will indicate if the initiative or project has been successfully completed. Such measures must be clearly defined, detailing the method of measurement, the data sources to be used and the time period of the measurement. The targets represent measurable indicators of activities expressed in tangible measures for the performance measurements. They should be objective, controllable, simple, timely, accurate, graded, cost effective, useful and motivating.

