**Concept plan**

Project idea

|  |  |
| --- | --- |
| **Project title:** |  |

**Details of the project manager**

|  |  |
| --- | --- |
| Name, first name |  |
| Address |  |
| Phone number |  |
| Email |  |
| Position at the University |  |

**Further team members**

Please complete additional fields according to the number of persons

|  |  |
| --- | --- |
| Name, first name |  |
| Address |  |
| Email |  |
| Position at the University |  |

1. **Project description**
2. **Project team**

*Who are you? Do you already have an existing group or club? (Further information on experience, commitment, subjects, motivation ...)*

1. **Objectives and impact**

*What goals do you want to achieve with your project? What effect do you expect from the implementation of the project? Does the project have an impact on the "Campus Community" of the University of Basel?*

1. **Target audience**

*Which target audience do you want to reach with the project?*

1. **Steps of implementation**

*How are the defined goals to be achieved in the desired period and what steps must be taken to achieve them? Are there any obstacles? What do you need for the implementation (e.g. material, rooms)?*

1. **Sustainability**

*What contribution does your project make to sustainable development?*

1. **Schedule**

*What is your schedule? Please use the table below for the rough schedule. Define intermediate goals in the left column (e.g. communication material completed, technical clarifications completed, event implementation, evaluation, etc.) and mark the planned month of goal achievement in the month columns with a shading. Of course, the months only need to be filled in completely for longer project phases (adjust columns according to the time span).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestone** | **MM/YY** | **MM/YY** | **MM/YY** | **MM/YY** | **MM/YY** |
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*Further comments on the schedule*

1. **Budget plan**

*A good budget contains all essential expenditures and revenues, arranged according to priorities. What kind of financial support are you applying for for the project? Please use the table below for the rough budget plan.*

*In the left column, define the cost item (e.g. printing costs, food, costs for external service providers, etc.) and note the approximate monetary value in the right column.*

*Under "Income" you can note how much money you would like to receive from the Sustainability Working Group and, if necessary, how much you would like to raise through other channels. If you have questions about possible sponsors or fundraising, you can always contact the board of the AG Nachhaltigkeit at any time.*

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| --- | --- |
| **Expenses** | **CHF** |
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|  |  |
|  |  |
|  |  |
| **Total expenses:** |  |
| **Income** |  |
|  |  |
|  |  |
|  |  |
| **Total income:** |  |

*Further comments on the budget plan*