

## **ESSENTIALS OF A PROJECT OUTLINE**

### **Title**

A brief description of the subject of the research. The title, as clearly as possible, should reflect the objectives and scope of the project.

### **Justification and Relevance**

Present (1) the importance of the problem to agriculture and rural life of Tennessee and/or the region; (2) reasons for doing the work (such as the needs the project will fill) and doing it at this time; (3) ways in which public welfare or scientific knowledge will be advanced; and (4) the relevancy of this project in relation to your position at TSU.

### **Previous Work and Present Outlook**

A brief summary of the previous research (citing important publications); status of current research; and the additional knowledge needed which the project is expected to provide. Literature citations should be listed at the end of the project outline.

### **Objectives**

A clear, complete, and logically arranged statement of the specific results to be achieved by the project.

### **Procedure**

A statement of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. Location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedures should produce data suitable for statistical analysis. The procedures should reflect careful planning and should provide flexibility for changes if changes became necessary.

### **Expected Impact**

The benefits to stakeholders generated by the successful completion of this project.

### **Assessment**

How will you measure if this program is meeting its objectives or not? What achievement milestones are incorporated into your procedures? How will you track the progress of the project?

### **Probable Duration**

An estimate of the maximum time required to complete the objectives and publish results. Whenever a material change in the objective(s) of a project is advisable, a new or revised project outline should be prepared and submitted. A major change in procedure may necessitate a revision of the project outline.

### **Personnel**

The leader(s) and other technical workers assigned, and the percentage time devoted to the project by each individual.

### **Institutional Units Involved**

Each subject-matter unit in the college and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed.

### **Cooperation**

A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the projects. If project is part of a Regional Project, list Regional Research Project Number.