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**University of Pretoria**  
**Department of Telematic Learning and Education Innovation**

**Guidelines for the compilation of project proposals in  
respect of Education Innovation projects**

## **Guidelines for a project proposal**

An education innovation project, as set out in a project proposal, must be properly planned. The project proposal must reflect the planning and must contain at least the following information:

- Particulars of the project – for e.g. programme particulars if applicable, title, department, project leader, administrative and contact details
- A description of the project.
- A motivation as to why the project should be implemented and why it is innovative, necessary and viable.
- In the case of a technology-based project the delivery systems envisaged with reference to the primary education mode, as well as the support modes, need to be outlined.
- A brief description of the target market.
- The number of students that can be reached (the number must be reasonably justified and, where possible, be supported by market research).
- **Budget:**
  - In the case of a new programme: A cost estimation reflecting income and expenditure over a period of 3 years (income = both tuition fees and state subsidy). A tariff list for 2004 is available from the Department of Telematic Learning and Education Innovation.
  - A cost estimation that indicates the annual **breakeven** situation in terms of student numbers.
  - In the case of other projects: A detailed budget reflecting proposed expenditure.
- Date of implementation.
- A brief exposition of the planned and scheduled project plan that includes, among others, curriculum design and study material development.
- Administrative and academic support required.
- Education consultancy support required.
- Existing and further expertise required.
- Experience in education innovation projects.
- If applicable, a brief description of possible co-operation agreements with other UP departments, as well as other education institutions.