

Project Development Worksheet: Needs Assessment and Strategy

Question	Notes
Who are the proposed collaborator/s and institution/s?	
What meetings have already taken place?	
What is the scope of work to be done domestically? By whom?	
What is the scope of work to be done internationally? By whom?	
Is there already an established institutional program, partnership or research collaboration already at this/these partner institution/s?	
What is the overall budget? What part is domestic? What part foreign?	
What will the staffing requirements be for the project (numbers, types, and locations)? Within the home institution? At the partner institution/s?	
Will any staff be relocated? For how long?	
How will staff be paid? Employees? Stipends? Taxes? Foreign presence?	
Will an HR vendor be needed?	
Will any visitors be in-country? How often and for how long? Is this their first time in-country? Visa requirements?	
What are the IT needs?	
What size of office/laboratory is needed (keep growth in mind)?	
What is the best location for the above space?	
What type of office/lab furniture, supplies and equipment will be needed?	
What kind of fiscal systems need to be put into place? (bank acct, P-card, invoicing vendors...)	
What type of transportation is needed?	
Do any institutional partnership agreements need to be completed/finalized?	
Will any research be conducted with human and/or animal subjects? Will reviews be required and are there costs associated with these?	
Are there any initial safety and/or security concerns?	