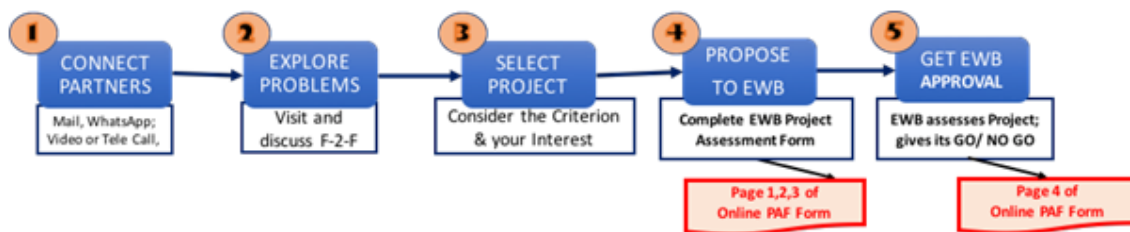


Guidelines for Filling & Evaluating PAF Form

Overall Process followed for Project Identification, submission and approval is shown in the process flow-chart below. First two steps are recommended for all projects, but may not be required, in case project is pre-defined. For the purpose of filling the PAF form, the key steps have been accommodated in four pages/ sections, as explained below.



The PAF Form filling is simple and **self-explanatory**. However, following guidelines are given for your reference, in case of any clarification required. The PAF form submission and approval is accommodated in 4 pages, each page having one section. First three pages/ sections are to be filled by the Students/ professional Members and 4th Page/ Section is for EWB for evaluation and approval.

Page 1/ Section 1: Project Summary

1.1 Project Title: Write a suitable & meaningful title of the project. The title should preferably reflect the purpose of the project. An exciting Project name, can be put as prefix. For example, you can write project title like:

....**Samvedana- Design & Installation of 1KW Solar Power System at Tribal**
.. **...School**

1.5 Address: Provide 'Postal' address of your Chapter, in the following manner:

..... National Institute of Technology,
..... Fatima Nagar,
Warangal - 506004, TS.

1.10 Digital Signature: (Preferably, not Mandatory) include your digital signature here.

Page 2/ Section 2: Connect Partners, Explore Problems, Select Project

2.1 Partners connected for finding / defining project

CRITERION	(ILLUSTRATIVE) ATTRIBUTES
WHY ?	Quality of Life specific issues (Ease of living/ Economic) related with Domains (water, Power, Education, Hygiene/ Health, Environment and others)
IMPACT ?	Type and Extent of Impact of solution; Expected Number of People Impacted: Directly or Indirectly after solutions are implemented
WHAT?	Innovation & Learnings Involved in the Solution; Lab Project or At Site Project ?
HOW?	Approx Budget and Time Involved for solutions
RE-USABILITY	Utility of these solutions at other locations/ Communities
ENVIRONMENT	Impact on Environment & Sustainability of Solution

These are very important step for doing a meaningful EWB project. The beneficiaries only can provide the real problems they are facing, which needs to be addressed. You can help them refining the definition of the problem. You can reach various Partners, listed in form, for getting to know the problems.

2.2 Problems Explored in Domain:

Tick 1 or maximum 2 areas listed there. Some sample problem areas are also mentioned in each domain as illustration to give some idea to you.

You need to write about 150-200 words on the problems you **“EXPLORED”** with the partners. The key points can cover, **what** is the problem, **why** is the problem, and **how** current solutions are not effective.

You also need to write about 100-150 words on the problems you **“SELECTED”** with the partners. The key points should cover, **what** is the problem, **why** is the problem, and **how** current solution is not effective.

2.3 Project Main Objectives & Goals, Main Benefits & Sustenance

Plz. write few words, which should include things like:

- Objectives (descriptive & general in nature): **‘WHY’** the project. Like **What** benefits is it giving to **Whom**- the Society, Government, EWB, Your Chapter, Institute, The Project team etc.
- Goals **‘WHAT’** of your project (SMART- Specific, **Measurable**, Attainable, Relevant & Time-Bound)
- Main Benefits expected: **‘WHY’** part of project, in measurable terms; Sustenance: How the project can continue, say for five years in future.

Page 3/ Section 3: Project High Levels Details

3.1 a. Project Work Scope at High Level

Here you write **‘WHAT’ all** you **would do** in the project, like:

1. Create a plan for Toys and Books Library for a 10 Slum Balwadi for 2-12 years Children
2. Collect the required 500 Toys (used but good), 1000 Children Books for the Library for one Pilot Library
3. Set-up a Pilot Library in one of the pre-identified Balwadi
4. Handover a plan for replacement of broken/ lost toys once in a year
5. Provide a storage space for the Toys and Books

3.1 b. “Out of Scope” for this project

You also need to write ‘what’ you **would not do** as a part of the project, Like:

1. We won’t cover books and Toys/ games for children above 12 years
2. We won’t set-up all the Libraries, but just one pilot Library
3. We will not invest in making civil engineering work for the Library. Only Storage furniture for the Library will be provided.

3.2 As a part of high level Project planning, give details for the following key Deliverables-cum-Milestones. For each of the deliverable, you would give estimated budget required to achieve and the target date for achieving. This is in the following format:

Key MILESTONES for Review and Target Dates	Budget Required	Target Date
1. Detailed Design Approved by Faculty/ Experts		
2. The PROTOTYPE Made : Details ; Drawing ; photographs; Videos etc ready..		
3. Prototype taken to the End-Users/ Beneficiaries, their feedback taken in terms of Value to them		
4. Design/ Solution/ Prototype modified & finalized based on Beneficiaries Feedback		
5. Feedback from other Stakeholders Taken and incorporated		
6. Final Solution implemented		
7. Final Project Report with all Design Details and implementation Experience & Lessons Learnt completed		

Another important thing for project success, is inability to foresee the possible problems (called Risks) and plan an action to mitigate that. The following format is suggested. Discuss among the team members about what all can go wrong and how to take care of that, then only fill it.

Main RISKS Expected (Both: Internal & External Risks)	Brief Action- Plan to manage Risk
1. Tribal People may not be open to express their problems	Find a person, who can connect to them and influence them to express
2. Many Team-members are not able to spare time for Project	Discuss them openly for their interest and convince; Take the help of faculty adviser or seniors who can motivate them
3. Some political disturbance in that area	Wait for the right opportunity to re-start; Don’t get involved in politics
4. Budget required is not released in time	Proactively follow-up with EWB-I to show the progress and request for release of budget
5. etc	
6. etc	
7	

Define your “measures of project success”. This should also be related to the Objectives and Goals you have defined earlier.

3.9 c) Recurring Revenue: if your solution is a service which can be charged, then you should fill-up this also. This will enable you to think like a start-up entrepreneur.

Wishing you all the best for submitting your PAF form to EWB-India