








SMART PROJECT MANAGEMENT MODEL

PROJECT TITLE	VALUE PROPOSITION What service(s) ? What solution(s) ?	PROJECT TEAM Project Manager(s) Team member(s) Project partner(s)	MONITORING & EVALUATION COMMITTEE Composition (internal and/or external actors)
PREREQUISITES  Strategic vision <input type="checkbox"/> Political will <input type="checkbox"/> Leadership <input type="checkbox"/> Openness <input type="checkbox"/>			

1 PLANNING

DIAGNOSIS <input type="checkbox"/> Territorial/global <input type="checkbox"/> Specific	OBJECTIVES What are the strategic and operational objectives of the project ?	ACTION PLAN - What actions and initiatives are needed to achieve the objectives ? - What is the foreseen timeline for their implementation ?	
SUSTAINABILITY <input type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental		RESOURCES - What are the estimated needed (internal/external) resources to implement the project ? - How will citizens be involved ?	TECHNOLOGIES - What kind of technological solutions will be implemented ? - Can existing technologies be used ?
SMART DIMENSIONS <input type="checkbox"/>  PEOPLE <input type="checkbox"/>  ENVIRONMENT <input type="checkbox"/>  MOBILITY <input type="checkbox"/>  LIVING <input type="checkbox"/>  GOVERNANCE <input type="checkbox"/>  ECONOMY		FINANCING - What is the estimated total budget available ? How is it divided ? - Is the project expected to generate a cost or a profit ?	LAW What types of legal regulations will the project be subject to ?
COMM. STRATEGY <input type="checkbox"/> Targets ? Channels ? Messages ?			

2 IMPLEMENTATION Last update on :

ACTION PLAN - What actions and initiatives are being implemented to achieve the objectives ? - What is the updated calendar for their implementation ?	
RESOURCES - What resources (internal/external) are mobilized for the project implementation ? - How are citizens involved ?	TECHNOLOGIES What kind of technological solutions are being implemented?
FINANCING - What percentage of the total budget has been used so far ? - What amount of the total funding has been used ? - Does the project generate a cost or a profit ?	LAW What types of legal provisions is the project being subject to?

INDICATORS What indicators will be used to monitor the implementation of the project ?
CLIENT SATISFACTION AND CITIZEN ENGAGEMENT - What indicators will be used ? - Is the use of measurement tools planned (surveys, questionnaires...)?

EVALUATION Gather the monitoring & evaluation committee

INDICATORS - What indicators have been used to evaluate the project ? - What results have been reached ?	CORRECTIVE MEASURES What new actions need to be planned and implemented ?
CLIENT SATISFACTION AND CITIZEN ENGAGEMENT - What indicators have been used ? - Were some measurement tools used (surveys, questionnaires...)? - What are the results ?	REPORTING OF RESULTS - How will results be communicated ? In what format ? - Who are the beneficiaries of that reporting ?