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Two-Pager Template, version 2023/B1

# ECONOMICS & FINANCE WORKING GROUP – PROJECT IDEA 2-PAGER

**LANGUAGE**: Use whichever language you wish, preferably the one with which you can best express yourself. The first draft will benefit from being done in the language in which you think. We may need to translate to English at a later stage.

Assume that others might use Google Translate. You may translate it yourself, but *the primary focus is capturing the ideas*.

**COMPLETENESS**: Complete each box *as appropriate*. Some boxes may be irrelevant or may be filled in *later*.

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| ***PROJECT NAME***  [your text here, a descriptive title to tell others what the project is about] |
| ***WHO IS RESPONSIBLE FOR THIS 2-PAGER?***  [Name(s)] |
| ***SHORT DESCRIPTION***  [your text here, 2 short paragraphs]  **SHORT DESCRIPTION** (delete this box after completing the template): Summary in 2 short paragraphs that captures the work / idea. The 1st paragraph is a succinct, but complete description of the problem to be investigated. The 2nd paragraph provides an overview of the research questions, hypotheses, and/or methods that are proposed to be used to shed light on / resolve the question or problem.  This summary will be re-used in a spreadsheet that has an overview of all projects & ideas. Further down in this template, there is space for an "extended description". |
| ***EXTENDED DESCRIPTION***  [your text here, ½-1 page]  **EXTENDED DESCRIPTION** (delete this box after completing the template): Sufficient information to enable other interested people to assess the project idea. This is a continuation of the SHORT DESCRIPTION. See the material from Ib Andersen, specifically tools 1.1 and 1.3 on "problem formulation". |
| ***PEOPLE, PROJECT TEAM & ROLES***  Who proposed the idea (1+):  Coordinator:  Project manager:  Guide(s):  Member(s):  Reviewer(s):  **PEOPLE, PROJECT TEAM & ROLES** (delete this box after completing the template): Projects are short-term. Projects require people to assume roles. This project, you may lead or support. The next project, it may change. We need to give each other the chance to lead, coordinate, support, etc. And we should support each other to succeed in those roles.   * A project needs a coordinator and a project manager. This can be the same person. * Guides are the people with a deeper interest in the project, in guiding and shaping. * Member(s) are people who would like to help, but for this project do not want to be a Guide. * Reviewer(s) are interested in the progress and output, and in providing review and feedback. It's important to identify and keep track of interested reviewer(s). |
| ***INTERESTS ANALYSIS***  AAE Committee(s) & WGs:  Key internal stakeholders:  Key external stakeholders:  Other external stakeholders:  Investigated bodies:  **INTERESTS ANALYSIS** (delete this box after completing the template): Overview of all main / material stakeholders and what their interests are. See Ib Andersen, tool #1.2. |
| ***VALUE (multi-dimensional value for stakeholders)***  [your text here]  **VALUE** (delete this box after completing the template): Value is a broad term. It may be in the form of concrete output, report, tools, etc. It may also be in supporting others in discussions with regulators or other stakeholders. There may be value in creating new methods. There may be value in building relationships and in sharing knowledge.  Whatever the perceived or proposed value, this value should be described here, so that other readers can understand it. As you perceive there to be value in this work, please describe that. |
| ***DELIVERABLES (in more detail)***  [your text here]  **DELIVERABLES** (delete this box after completing the template): ...are more concrete forms of value and output. This box is a place to describe potential deliverables (in italics) and agreed deliverables (in bold). Describe each deliverable in sufficient detail to be understood by others.  Keep in mind that this 2-pager is the basis for discussion: it's a starting point for somebody new to the idea, but it cannot be a replacement for live dialogue. |
| ***RESOURCING (needs, availability & commitment)***  [your text here]  **RESOURCING** (delete this box after completing the template): It's important to put timelines on projects. To finish them, it's important to have honest plans and discussions for who will do what AND what is needed to complete the project idea (as it is presented here). In this box, the project team / coordinator should record who has agreed to spend time on the project. This is about getting personal commitment AND not asking for (too much) more time than volunteers are willing to give. By having an open discussion of resourcing, we hope to be more respectful of volunteers' time and goodwill. |
| ***TIMELINES***  [your text here]  **TIMELINES** (delete this box after completing the template): Timelines for project phases and project deliverables. This should be consistent with the RESOURCING and DELIVERABLES. This is where the project team can discuss needs and time for the work they individually and collectively plan to do. |