

**IFDH Social Responsibility Program 2023 – 2024**

**“Project Presentation Template”**

We have designed this template to help you consider your project presentation for the Social Responsibility Campaign for 2023-2024. The theme for this campaign is "Sharing oral health knowledge for sustainable smiles"

When you are putting together your report, please follow the guidelines below. This will keep the reports generic and more reader friendly when it comes to preparing a comprehensive review of all the projects.

**Project Title**

Usually short 4 – 10 words.

**Project Background**

Usually 2-5 paragraphs.



Describe the context of your project, the need you are addressing, and why this is a priority. The background provides the rationale for the project.

In considering your selection of your project please consider:

1. Why is this a high priority project? You might prioritize a project because it addresses a high needs group, or because it has a wide impact. Are there other priorities addressed?
2. Is this an achievable project? Can it be accomplished with the resources available such as funding, timing, expertise & stakeholder support?

Creativity is encouraged in your approach to accessing your target group.

You may wish to consider working with an academic institution or other institutions.

You may seek funding support from a range of donors and private companies or government.

Within your report you must identify any project funders, partners or stakeholders.

**Project Aim(s)**

1 – 2 sentences

What do you hope to achieve through this project?

**Project Objectives**

SMART Objectives: Specific, Measurable, Achievable, Realistic, Time-bound

## **Project Evaluation**

How will you evaluate your project?

Quantitative methods (e.g. number of occasions of service)

Qualitative methods (e.g. surveys, interviews)

Mixed methods (quantitative and qualitative)

Consider - Is this research? Do you need ethics approval?

## **Project Stages**

This will usually align with objectives. Describe each stage and activities within each stage.

## **Project Timeline**

This will align with project stages. Projects should have a clear start date. Projects should also address sustainability. the timeline can be presented as a simple word description or as a Gantt chart or other.

## **Project Budget**

This can be considered in terms of budget for activities for each stage. Identify funding sources and amounts. Identify project costs: personnel, administration, communication, travel, publication of materials, clinical materials.

## **Project Barriers**

What barriers or potential barriers do you face in completing this project?

## **Project Outcomes**

Relate to aims and objectives.

What will the project deliver (outputs)?

What impact will the project have?



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