

# **How to present a Project to ASM**

## **1. Identify the needs**

- A. Communicate to local conference/mission/SDA Institution to identify the needs-demographic information, living condition, health condition, economic indicators, social structure, previous development, etc.
- B. Visit the area if possible and interview the prospect beneficiaries to assess the needs
- C. Identify and Define Problems

## **2. Prepare the Project Concept Paper**

- A. Background
- B. Goals & Objectives
- C. Beneficiaries and other stakeholders
- D. Implementation plan
- E. Risks and assumptions
- F. Budget

## **3. Submit the Project Concept Paper to ASM for approval**

## **4. Write the project proposal (Detailed Implementation Plan)**

## **5. Implementation**

## **6. Monitoring and Evaluation**

## **7. Reporting**