**INNOVATION PROJECT PROPOSAL**

**(Title of Innovation)**

**Name of Proponent:**

**Project Title:**sentence summary of the project scope

**Project Time-frame:**

I. Project Contacts

List the persons who are involved with the project and can be contacted. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

II. Project Summary

The goal of this section is to present the reasons for doing this project as well as stating the project’s objectives. In this section, in particular, it is essential to write concisely and clearly. Be able to answer the following questions:

* Why are you doing this project?
* What will you be doing?
* How will you be doing it?
* Who will be doing it?
* Where will it be done?
* How long will it take?
* How much will it cost?

III. Project Background

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. This section should be no more than a page. Include references to supporting documentation, such as project design or lay-out. This information can be placed in the Index.

IV. Project Objectives

State explicitly what goals the project is aiming to achieve.

V. Project Methodology

This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.

A. Work Breakdown and Task Time Estimates

In this section, you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is complete enough and the tasks broken down.

B. Project Deliverables

Make a list of the project “deliverables.” (These are the products that will be delivered to the client at the end and throughout the project). Make sure to include a description of the deliverable.

C. Project Risk Management

This section details the significant project risks and delineates the plans to alleviate or control them. Make sure to address each risk’s likelihood of occurring as well as its impact on the project and the school.

VI. Project Costs

In this section you will need to estimate the overall cost of the project.

**A. Project Budget** – must be detailed

**B. Sources** – (source of fund) Should not come from the MOOE fund.

**COMPLETED INNOVATION PROJECT**

**(Title of Innovation)**

**Name of Proponent:**

**Project Title:** sentence summary of the project scope

**Project Time-frame:**

I. Project Contacts

List the persons who are involved with the project and can be contacted. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses.

II. Project Summary

The goal of this section is to present the reasons for doing this project as well as stating the project’s objectives. In this section in particular it is very important to write concisely and clearly. Be able to answer the following questions:

* Why are you doing this project?
* What will you be doing?
* How will you be doing it?
* Who will be doing it?
* Where will it be done?
* How long will it take?
* How much will it cost?

III. Project Background

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. This section should be no more than a page. **Include references to supporting documentation, such as project design or lay-out. This information can be placed in the Index or Appendices.**

IV. Project Objectives

State explicit/ what goals the project is aiming to achieve.

V. Project Methodology

This section details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.

A. Work Breakdown and Task Time Estimates

In this section you should create a detailed project schedule. Make a list of tasks that will be performed for this project, make sure the list is detailed enough and the tasks broken down

B. Project Deliverables

Make a list of project “deliverables.” (These are the products that will be delivered to the client at the end and throughout the duration of the project). Make sure to include a description of the deliverable.

C. Project Risk Management

This section details the major project risks and delineates the plans to alleviate or control them. Make sure to address each risk’s likelihood of occurring as well as its impact on the project and the school.

VI. Project Costs

In this section you will need to estimate the overall cost of the project.

A. Project Budget – must be detailed

B. Sources – (source of fund) Should not come from the MOOE fund.

VII. Monitoring and Evaluation

(Describe how progress will be evaluated throughout and at the end of the project.

Formulate clear indicators for objectives and result.)

VIII. Next Steps

Specify the actions required for sustainability of the Project

* Next Step 1
* Next Step 2
* Next Step 3

IX. Appendices

Pictures, Letter/ MOA (Donors) Bill of materials, receipts of deliverables, Letter of Acceptance, Approved evaluation form signed by project evaluators.

Reference**:**[DepEd Guidelines on Conducting a Project for Inno](https://www.teacherph.com/deped-project-for-innovation-in-school/)vation.

**A COMPLETED PROJECT INNOVATION PAPER K**

**Name of Proponent: MARGGIE A. OBLIGACION PhD**

**Project Title:** Establishment of District and School Research Galleries and Hubs in SDO Capiz

**Project Time-frame:** School year 2020-2021

**Project Contacts:**

Master Teachers Research Team Leaders & Master Teachers, with this

Public Schools District Supervisors

Central School & Secondary School Principals

**II. Project Summary**

Action research helps teachers, preferably master teachers and other educators discover strategies to improve teaching practices. It also requires **t**eacher**s** to design a study in an area of interest that they would like to carry out in their classrooms or schools.

It further enables them to reflect on their practice to improve it, become more autonomous in professional judgement, develop a more energetic and dynamic environment for teaching and learning, articulate and build their craft knowledge, and recognize and appreciate their own expertise

Master teachers as instructional leaders are required to conduct an action research every school year as indicated in their Key result area; competency profile, IPCR and the PPST, as the Senior Education Program Specialist in Research I called the attention of the master teachers’ team leaders to put up a research gallery in their district/school and later the research hub for them to have a place when doing research work and to display their outputs.

So with gentle persuasion, constant guidance and technical assistance, it was realized. The district

research hub is located in the Central schools near the district office and big secondary schools

with master teachers.

**III. Project Background**

A research Hub is to promote exchange of information and knowledge in research work, new inventions and developments in information management towards the structuring of an information-rich society. Research tracks include but not limited to Information Management Systems, Library Science, Records Management, Knowledge Management, Resource Center, Social Media, Digital Literacy and Information Literacy.

In my 5 years as SEPS in SDO Capiz, only this school year 2020-2021, all five hundred sixty one of them master teachers had conducted action research and had complied from

the proposal to the completed action research. The Research gallery is for them to show their

research journey, updates and the process flow while the research hub is a place where they

convene during research work, checking of manuscripts, meetings, and archiving of their finished

products.

**IV. Project Objectives**

Establishment of research galleries and hubs in the all districts and big secondary

schools in the division of Capiz

**V. Project Methodology**

The projects had all started when the master teachers where clamoring that they have no place to go during the checking of research manuscripts in the district. And it made me think of it and told them to just used recycled materials or indigeneous materials for their research gallery and they have made it bringing out their creativeness and resourcefulness in them. The research gallery can be found in a conspicuous area in the districts made up of loose boards, indigenous materials, etc. and the research hub is a one classroom affair with process flow, organizational chart, master teachers association, directory among others.

1. **Work Breakdown and Task Time Estimates**

|  |  |  |
| --- | --- | --- |
| **Time table** | **Activities** | **Persons Involved** |
| **January- March 2021** | **Putting up of research gallery and research hun in the districts and schools** | **MTRTLs and MTs**  **Central School Principal**  **PSDS** |
| **April 2021** | **Rendered technical assistance (virtual and face to face)** | **MTRTLs**  **Master Teachers**  **SEPS** |
| **May 2021** | **Monitored districts and schools re: research studies and other research initiatives** | **MTRTLs**  **MasCeter teacher**  **School Head**  **PSDS**  **SEPS – Research**  **SEPS- M & E** |
| **June 2021 onwards** | **Launching of Research hubs** | **SDS**  **ASDS**  **Chiefs- SGOD & CID**  **SEPS- Research** |

1. **Project Deliverables**

Action research proposals

Completed action research

**C. Project Risk Management**

### Action research of master teachers will be kept in the research hub and for other teachers referencing, they have to borrow with a borrower’s card to prevent it from losing and to sustain its availability.

### VI. Project Costs

**The project had used recycle & indigenous materials. The office supplies were**

**given by the school/district.**

1. **Sources: Donations from school alumnae; LGUs and private persons–**

**VII. Monitoring and Evaluation**

A periodic monitoring and evaluation was scheduled so as to make sure that

its is being

sustained. (Please see attached Monitoring tool in the appendices)

**VIII. Next Step Plan**

Next Step 1. Conduct coordination meetings and technical assistance to master teachers.

Next Step 2. Periodic monitoring of Research gallery and hub.

Next Step 3. Render technical assistance

**IX. Appendices**

Letters

Schools Division memorandum

Pictures

Monitoring Tool