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**Inception Report**

**Logo/heading of the client**

**Project Title: [Project Title]**

**Project Duration:** [Start Date] to [End Date]

**Project Overview:**

The Inception Report provides a comprehensive overview of the [Project Title] and outlines the project's objectives, scope, activities, deliverables, timeline, and key stakeholders. It serves as a roadmap to guide the successful implementation of the project and is subject to approval by [Client/Organization].

**1. Project Background:**

[Provide a brief overview of the background and context of the project. Describe the need or problem the project aims to address and any relevant historical or contextual information.]

**2. Project Objectives:**

[State the main objectives of the project and what it seeks to achieve. These objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).]

**3. Scope of Work:**

[Clearly define the scope of work, including the boundaries and limitations of the project. Describe what will be included and excluded from the project.]

**4. Methodology:**

[Explain the research and implementation approach that will be used to achieve the project objectives. Describe the data collection methods, tools, and techniques that will be employed.]

**5. Activities and Deliverables:**

[Provide a detailed breakdown of the activities to be undertaken throughout the project, along with the associated deliverables and milestones.]

**6. Timeline:**

[Present a Gantt chart or timeline showing the planned start and end dates of each project activity and deliverable. Highlight critical milestones and any dependencies.]

**7. Budget:**

[Outline the estimated budget for the project, including personnel costs, materials, travel, and other relevant expenses.]

**8. Risk Assessment:**

[Identify potential risks and challenges that may impact the project's success. Provide mitigation strategies for each identified risk.]

**9. Key Stakeholders:**

[List the key stakeholders involved in the project, including the project team, client/organization representatives, beneficiaries, and other relevant parties.]

10. Communication Plan:

[Outline the communication plan, including how project updates, progress reports, and communication with stakeholders will be managed.]

**11. Approval:**

[Include a section for the client/organization to formally approve the Inception Report, indicating their acceptance of the project scope, objectives, and approach.]

**12. Appendices:**

[Include any relevant supporting documents or additional information as appendices, such as survey questionnaires, reference materials, or organizational charts.]

**Conclusion:**

This Inception Report outlines the key elements of the [Project Title] and sets the foundation for a successful project implementation. It reflects our commitment to delivering high-quality results and meeting the project's objectives in a timely and efficient manner.

**Authorized Signatories:**

[Project Manager Name] [Client/Organization Representative Name]

[Project Manager Signature] [Client/Organization Representative Signature]

[Date] [Date]

*Equilibria is a company aiming to promote the power of evidence-based ideas and solutions generated through research and consultancy to overcome diverse world issues and challenges*