



MSN Project Proposal

Project Title:

Project Lead:

Location:

Duration:

- 1. Introduction** (*Set the context for the project – 250 words*)
- 2. Event Objectives** (*Explain how the project objectives meet the objectives outlined in the MSN or RFS Terms of Reference – 250 words*)
- 3. Importance of the Event** (*Explain how this project meets the needs of trainees, please ensure there is no overlap with existing projects – 250 words*)
- 4. Event Format** (*Please attach any supplemental materials such as a draft agenda, invitation letter, pre-/post-test survey questions*)
- 5. Speakers** (*Who do you plan to invite and why – 150 words*)
- 6. Target Audience** (*Medical Students, Residents, Fellows, Others – 100 words*)
- 7. Marketing and Promotion Strategy** (*Please indicate all channels that will be used. For example, email campaigns, social media, and weekly scan. Please attach examples of email text, social media posts etc. – 150 words*)
- 8. Technical Requirements** (*For example, zoom link, graphic design, recording etc. – 150 words*)
- 9. Budget** (*Please outline any funding that is needed to support this project such as honoraria*)
- 10. Conclusion** (*Summarize the importance of the activity. If applicable, the conclusion can also include ideas for next steps or future initiatives that build on this one – 200 words*).