Guideline for action plan proposal report

- Due Date for submission: **1pm, 21 December, 2023**

- Volume: 7-8 pages (without cover page, A4 size, font 11)

- Contents

1. Project Background(2 pages)
   - SWOT Analasis
   - Problem Analasis
   - location of project

2. Project Design(4 pages)
   - Project Goal
   - Project Purpose
   - Project Input-Output
   - Expected Result(Outcomes)

3. Duration of project(0.5~1page)
   - Schedule

4. Budget Plan(0.5~1page)

* Your proposal is supposed to include all required contents. Please submit the completed proposal report to the administrative office.