

## **DNP PROJECT PROPOSAL GUIDELINES**

To facilitate the development of the written and oral DNP project proposal, the following sections should be included as appropriate. Students should discuss the project sections and sequence with their advisor/1<sup>st</sup> reader. The problem and proposed project must be approved by both the advisor/1<sup>st</sup> reader and second reader. Evaluation and approval of the project will be based upon the paper and presentation grading rubric. The paper should be no longer than 15 pages, excluding the title page, executive summary and appendices.

### **CONTENT:**

#### **Executive Summary** (one page single spaced concise summary)

- Overview of the following:
  - Problem: Concise summary of the problem/focus and significance
  - Setting
  - Purpose
  - Process and outcome objectives
  - Plan: Summary of implementation plan
  - Methods: Summary of methods

#### **Introduction** (one paragraph)

- Introduce the general issue

#### **Problem/Focus** (less than one page)

- The problem statement should include:
  - A clear, succinct statement of the problem
  - Data supporting the problem and need for a change (from the literature, stakeholders, organization/site, population assessment; include local and regional/national data)
- In this section, the student should demonstrate evidence of critically analyzing current and relevant literature and data in order to define and substantiate the problem.

#### **Purpose** (1/2 page or less)

- The statement of the purpose should include the intended outcome, the population, and general strategy (not a rehash of the implementation plan).
- Purpose must align with the problem statement

#### **Background/Significance** (1 to 2 pages)

- Synthesize current and relevant literature that substantiates the significance of the problem
  - Synthesize current and relevant literature that supports the project strategies
- Attach evidence table as an appendix*

#### **Environmental Context** (1 to 2 pages)

- Description of the organization/setting/population
  - In the paper, describe salient characteristics related to factors such as: mission/vision values of the organization, interprofessional team, population characteristics, culture, characteristics of the setting, how care is delivered, key stakeholders

*Attach a SWOT analysis or other environmental context analysis as an appendix*

#### **Risk analysis and plans to mitigate risk (1 page)**

- Describe internal/external factors that might influence the success of the project and its sustainability (refer to the SWOT analysis or other environmental analysis as a guide)
- Discuss plans to mitigate risk

#### **Project Objectives** (1 page)

- Outcome objectives (these are connected to the problem)
- Process objectives (these are connected to major activities and outputs)

- Process and outcome objectives are stated in SMART format

*Note that the proposed change should be realistic and reflect an understanding of the unique characteristics of the population and/or project site.*

*The objectives can be shown in a table or chart in the Appendix with a high level narrative in this section.*

#### **Framework(s)** (1 to 2 paragraphs)

- Describe key principles of an implementation/conceptual and/or evaluation framework(s)

*Note: There should be clear alignment between the framework and the implementation plan.*

*If used, attach the Logic Model Program Implementation template as an appendix.*

#### **Methods (Implementation and Evaluation Plan)** (3 to 4 pages)

- Implementation Plan: Description of what will be done, by whom, to what population, where and how
- Methods: Include the following:
  - Plans for recruitment/marketing plan
  - Description of how the intervention will be implemented
  - Description of procedures to collect process and outcome evaluation data
  - Description of procedures to analyze process and outcome evaluation data
  - Description of measures/instruments, including reliability and validity (as appropriate)
  - Describe factors, such as data collection issues, that might influence success of the project (feasibility).
  - Address protection of human subjects and confidentiality
  - If indicated, address issues related to obtaining data.
- Discuss plans for sustainability of the project

*Note: In this section, there should be evidence of incorporating and synthesizing current and relevant literature.*

#### **Timeline**

- Put the timeline into an appendix and give a short narrative of the timeline in the body of the paper—one paragraph
- Describe in narrative format the feasibility of the timeline)

#### **Budget (Finances and Resources)**

- Place in the appendix and give a short narrative (one paragraph in the body of the paper)
- Include in the budget:
  - Resources (human, capital, physical)
  - Revenue
  - Expenditures
  - Rationale for resources, revenues, and expenditures
  - Funding sources