

# Detail Project Report format

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## Introduction to Detail Project Report

The Detailed Project Report (DPR) is an essential building block for a successful business planning exercise. The DPR is to be prepared carefully and with sufficient details to ensure appraisal, approval, and subsequent project implementation in a timely and efficient manner. This document provides a reference format for preparing DPRs/Project Reports across sectors. The major project components covered are as follows:

### Chapter 1 Setting the context

- Justify the need of project
- Provides background, vision and key outcomes of the project
- Identifies key stakeholders

### Chapter 2 Technical Component

- Outlines current process assessment and list existing gaps
- Comprise of list of suggestions and recommendations aligned with the project requirement.
- Technical feasibility of the project
- Clear demarcation of service level required for the project

### Chapter 3, 4 Financial Estimates

- Explains the financial viability of the project
- Provides detailed breakup of project execution
- Financial Structuring of the project

### Chapter 5,6 Implementation plan

- Outlines clear strategies and Methodologies for the project implementation
- Explains the implementation plan and its timelines

### Chapter 7,8 Risk and Mitigation strategies

- Enlist various risks involved in the project execution
- Compute the risk rating in terms of impact it would have on stakeholders
- Propose mitigation strategy

Please note that Detailed Project Report is to be accompanied by a (1) separate Executive Summary, (1) list of tables, figures/maps and (3) annexures, in addition to above chapters.

## 1. Chapter 1: Project background and Broad Project Rational

### 1.1. Project Profiling

#### 1.1.1. Need for the Project / Project Scope

Discussion on objectives of the project covering details of the project, including:

- a) High level capital outlay
- b) Technology proposed
- c) Product lines proposed
- d) Market segment proposed to be addressed.

#### 1.1.2. Stakeholder Analysis

Stakeholder analysis of involved partners, investors, Gol, strategic sectors for India, Industry players, customers, suppliers and affected population.

#### 1.1.3. Project Type

Discussion on the scale of Project operation and development phrasing (Roll-out / Pilot)

### 1.2. Project Proponent Details

The following details (supported by relevant documents) should be furnished with respect to the project company (SPV) to execute the project

- a) History of Company
  - a. Geographic presence of the company
  - b. Leadership background
  - c. Expansion Plans across markets in India
- b) Registration details with RoC, details of registered office and corporate office etc.
- b) Registration with various tax authorities (Service Tax, PAN, Sales Tax etc.)
- c) Memorandum of Association
- d) Articles of Association
- e) Constitution of the Board of Directors (including brief bios of each director, the roles envisaged for each of them, sitting fee proposed for each and letter of acceptance from each director) and details of related party directors (executive directors, and family members/ relatives/ nominees of the promoter group)
- f) Details of authorized capital and paid up capital (supported with auditor certificates)
- g) Details of bank accounts maintained for the company
- h) Remuneration details for top management

2) The following details (supported by relevant documents) should be furnished for all partners holding equity stake in the SPV (including members of consortium proposed thus far in all communication to Gol)

- a) Registration details with relevant authority in country of registration, details of registered office and corporate offices
- b) Details of related party firms in business in India

3) Detailed notes on the proposed role of each partner in the project (supported by legal, binding agreements including performance guarantee clauses and fee arrangements)

### 1.3. Project Innovation / Potential

Write up on how the proposed project will enhance the

- a) Economic Development in city/ state/ nation
- b) Concerned Industry / Sector
- c) Employment Generation
- d) Positive Impact on Environment.
- e) India's Global Competitiveness

### 1.4. Project Locations

Brief discussion on project site and catchment area. Maps highlighting Location, physical setting, regional linkages.

If required, demographic and socio economic profile projections for next 20 years

### 1.5. Corporate Social Responsibility

If required, brief discussion on plan for CSR, relief and rehabilitation of affected population.

### 1.6. Corporate Governance

If required, brief discussion on plan for compliance to good governance and ethical corporate practices

## 2. Chapter 2: Project Technical Overview

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

### 2.1. Project / sector specific analysis

#### 2.1.1. Technology and manufacturing process:

Proven/new technology, basis of selection of technology, competing technologies, performance data of plants based on the technology, details of licensor of technology, process flow chart and description

#### 2.1.2. Locational analysis of the Project:

Locational advantage, availability of raw material and other utilities, infrastructure facilities, availability of labour, environmental aspects

#### 2.1.3. Commercial viability of Project/ Product:

- a) Existing and potential market demand and supply for the proposed product in respect of volume and pattern
- b) Share of the proposed product of the company in the total market through marketing strategy
- c) Selling price of the product and export potential, if any.

### 2.2. Project / sector specific growth projections;

- a) Demand Projections for future
- b) Market sizing forecast
- c) Raw Material sourcing Analysis
- d) Competitor analysis
- e) Pricing strategy analysis
- f) Sensitivity analysis of critical business components.

### 2.3. Project manufacturing details

Analysis including availability, requirement, gap analysis and mitigation plan for the following:

#### 2.3.1. Water Supply

#### 2.3.2. Power Supply

#### 2.3.3. Sewerage

#### 2.3.4. Solid Waste Management

#### 2.3.5. Effluent Treatment Plant

#### 2.3.6. Plant Safety Management, specially precautions against leakage of noxious gases

#### 2.3.7. Drainage systems

#### 2.3.8. Roads/Urban Transportation

#### 2.3.9. Social Infrastructure

#### 2.3.10. Logistics (Warehouse etc.)

#### 2.3.11. Assembly Line Workflow

## 3. Chapter 3: Project Investment Overview

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

### 3.1. Project cost and Means of Financing

- 3.1.1. Capital Outlay, Proposed Means of Financing and Capital Phasing (for at least 10 years)
- 3.1.2. Assumptions for Financial Modelling<sup>1</sup> (with summary justification and basis)
- 3.1.3. Details of equity already injected in project SPV<sup>2</sup> including breakup by source
- 3.1.4. Details of Debt structure<sup>3</sup> proposed including breakup by source
- 3.1.5. Growth Capex plan and phasing (with justification and basis).

### 3.2. Project capex details.

Details of Capex should be provided (with justification<sup>4</sup>) under the following heads (sub-heads, as applicable to also be provided):

- 3.2.1. Land and building (civil construction and land development costs) required for the project
- 3.2.2. Plant, machinery and equipment, including cost of:
- 3.2.3. Erection and commissioning
- 3.2.4. Tools, dies, moulds, jigs, fixtures, and parts
- 3.2.5. Accessories
- 3.2.6. Components
- 3.2.7. Spares / Inventory
- 3.2.8. Expenditure on leasing or hire and purchase of plant, machinery and equipment
- 3.2.9. Expenditure on in-house and captive Research and Development including:
- 3.2.10. Software costs and software license fees
- 3.2.11. Purchase of technology, IPRs, patents, copyrights etc.
- 3.2.12. Utility machines
- 3.2.13. Expenditure on captive power plant (if set-up exclusively to support the project)

### 3.3. Project Structuring

- 3.3.1. Financial Structuring
  - 3.3.1.1. Debt Equity Ratio (including details of various sources of equity, sources of debt and other funds and sequencing of the same)
  - 3.3.1.2. Treatment of incentives approved
  - 3.3.1.3. Drawdown requirements including split by source
  - 3.3.1.4. Loan schedule and DSCR analysis
- 3.3.2. Loan Ageing
- 3.3.3. Financial Indicators (NPV, EIRR, PIRR, DSCR, PAT, PBT, Breakeven period by Cash and EBITDA)
- 3.3.4. Financial Structuring including the Incentives as approved by Gol

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<sup>1</sup> Check actual supporting documents from concerned agency. This can be provided in form of detail excel model.

<sup>2</sup> Check actual supporting documents from concerned agency. This can be provided in the form of auditor's certificate and/or RoC filing.

<sup>3</sup> Check actual supporting documents from concerned agency. This can be in form of In-principle approval letters from lenders.

<sup>4</sup> Check level of detail required and actual supporting documents from concerned agency.



3.3.5. Major Investments and Fund Raisings Planned<sup>5</sup>

3.3.6. Project Cash flow analysis

3.3.7. Taxation schedule (in line with applicable laws and standards)

### 3.4. Project Technology Fee details (Optional).

Details of technology should be provided (with justification<sup>6</sup>) as per the requirement of concerned agency.

The technology fee proposed (including any other payments, such as Royalty, Engineering Services Fees etc. to be made to other business partner/ foreign entity, as represented in various communications to Gol so far) should be accompanied with documentary evidence<sup>7</sup> to justify the same. This should additionally be accompanied with the following:

- a) Valuation reports of Intellectual Property proposed to be transferred
- b) Note on cost of manpower required for technology transfer (in sync with technology transfer plan)
- c) Justification of any other cost heads which are payable to either partners

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<sup>5</sup> With supporting documents for funds required to be shown for demonstration of concerned agency.

<sup>6</sup> Check level of detail required and actual supporting documents from concerned agency.

<sup>7</sup> Check actual supporting documents from concerned agency. This can be provided in form of an agreement of previous transaction for transfer of similar/comparable technology to project proponent in the recent past

## 4. Chapter 4: Project Business Case

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

- 4.1. Production Plan (with justification)
- 4.2. Marketing Plan (Tie ups and Strategies)
- 4.3. Product Strategy (technology and demand analysis)
- 4.4. Market Feasibility Analysis (especially Strategic Sectors),  
Including marketing mix proposed (split by domestic and export) and assessment of India market (government and private procurement)
- 4.5. Analysis with respect to strategic sector requirement
  - 4.5.1. Sub-sector/market 1 analysis
    - i) Product lines and applications proposed which may be useful in the sector
    - ii) Relevant R&D proposed
    - iii) Process technology proposed which may be relevant to the sector
  - 4.5.2. Sub-sector/market 2 analysis
    - i) Product lines and applications proposed which may be useful in the sector
    - ii) Relevant R&D proposed
    - iii) Process technology proposed which may be relevant to the sector
  - 4.5.3. Sub-sector/market 3 analysis
    - i) Product lines and applications proposed which may be useful in the sector
    - ii) Relevant R&D proposed
    - iii) Process technology proposed which may be relevant to the sector
- 4.6. Plan to develop and partner with upstream and downstream industries in India
- 4.7. Project Benefits Assessment:
  - a) Social Benefits (Appropriate Calculations including employment direct and indirect, GDP Multiplier etc.)
  - b) Cost Benefit Assessment

## 5. Chapter 5: Project Implementation Strategy

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

### 5.1. Project Phasing

In form of quarterly activity plan supported by detailed Gantt Charts) including major milestones

### 5.2. Organization Structure proposed

Organogram with details of management team and role of partners) upto three levels (starting with CEO). Also append the profiles of the personnel proposed as well as the roles and responsibilities of each.

### 5.3. Procurement/ Construction Details

Including phasing, timing and sequencing, apart from overall procurement strategy)

### 5.4. Other details (optional)

- 5.4.1. Services and Service Levels proposed with implementation partners and contractors/ vendors
- 5.4.2. Outsourcing and Contractor details and scope of work envisaged
- 5.4.3. Details of permissions, clearances and fulfilment of other statutory requirements for the projects, accompanied by a detailed note on plans for fulfilment of each.

## 6. Chapter 6: Project Execution Strategy

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

### 6.1. Project Institutional Framework

Responsibility matrix (including details of vendors/contractors/partners identified for major activities) project design, development and construction

### 6.2. Infrastructure details and strategy for securing/ implementing the same:

- Land
- Power
- Water
- Sewage disposal
- Effluent Treatment Plant

### 6.3. Packaging, procurement and contracting strategy and framework

### 6.4. Project management framework and philosophy

### 6.5. Cost & Time overrun contingency measures and strategy

## 7. Chapter 7: Project Risk Impact Analysis

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

7.1. Project Risk/ Responsibility Matrix

7.2. Project Financial Viability and Going Concern viability analysis and details

7.3. Business Sustainability Plan

7.4. Risk Analysis

Discussion on financial and business risk, along with financial impact estimation for top 10 risk factors (upside and downside)

7.5. Risk Mitigation Plan including costs associated with the individual plans

7.6. Detailed estimation of risk due to cost or time overruns and mitigation plans for the same

7.7. Mitigation plan for Forex exposure risk (If applicable)

7.8. Technology obsolescence risk assessment and mitigation plan (If applicable)

## 8. Chapter 8: Project Environment Impact Assessment

This section should be customised as per the project/ business / concerned approving authorities required. Broad heading/ information are listed below. Please pick and choose based on your need/requirement.

### 8.1. Legal Framework and Standards

#### 8.1.1. Statement of Need

#### 8.1.2. Project Location and Scale

#### 8.1.3. Project and Activity Descriptions

#### 8.1.4. Project Status and Schedule

### 8.2. Environment, Impacts, Mitigation, Monitoring, and Risk Assessment

#### 8.2.1. Environmental Components

- i) Description of the Environment
- ii) Environmental Impact Prediction and Evaluation
- iii) Mitigation Measures
- iv) Monitoring Program

#### 8.2.2. Impacts, Mitigation, and Monitoring Summary

- i) Mitigated Impacts
- ii) Residual Impacts

#### 8.2.3. Risk Assessments

- i) Hazards and Effects Register
- ii) Control of Major Accident Hazards Report

#### 8.2.4. Environmental Management Framework

- i) Environmental Management Program Objectives
- ii) Roles and Responsibilities
- iii) Training and Competence
- iv) Communication
- v) Monitoring and Reporting
- vi) Audit and Inspection

### 8.3. Project Alternatives

### 8.4. Statement of Commitments

## 9. Chapter 9: Annexure:

Please append all supporting documents to DPR in this section

### 9.1. Annexure 1

### 9.2. Annexure 2

### 9.3. Annexure 3

### 9.4. Annexure 4