

CHICA-CANADA PROJECT MANAGEMENT FORM

PROJECT NAME:	BOARD SPONSOR: DATE:
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DESCRIBE THE PROJECT AND ITS PURPOSE:

OBJECTIVES AND EXPECTED OUTCOMES:

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TIMELINES:

MAJOR MILESTONES

DATES

RESOURCES REQUIRED:

ESTIMATED COSTS:

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HOW WILL THIS PROJECT BENEFIT CHICA?

HOW WILL THE PROJECT BE EVALUATED?

PROJECT PARTICIPANTS?

NAME

ASSOCIATION

DISCUSS ANY OTHER FACTORS THAT MAY AFFECT THE SUCCESS OF THE PROJECT:

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Instructions for completing the Project Proposal Form

Project definition and purpose:

This is the “*why*” we are doing the project. Think of beginning the description with the word “Because” rather than the word “To”. In less than 10 sentences state in detail why you want to do this project and how it fits with CHICA’s value statements, positions statements or strategic priorities? How does it better meet the members or CHICA’s needs? The Board must understand and agree to what you propose to do. What are you doing? What are you not doing?

Objectives and expected outcomes:

These are project goals that are specific, measurable, attainable, relevant and time-bound. To a large extent this is the “*what*” we are going to deliver or provide as a result of completing the project. You might want to start each statement with the word “To” which helps you to identify your expected outcomes.

Timeline:

Major Milestones and Dates - Identify the major milestone dates for your project as currently known or understood.

Resources required:

What and who are required to assist with the project? Include both internal and external resources. If you know, describe the activity required, number of people, amount of their time, over what period of time. Is the assistance you require within their normal scope of duty and responsibilities or will additional resources be required (i.e. - if you require assistance from MSO, Finance, Membership, etc.)

Estimated cost:

Describe the potential cost of the project. For the Project Proposal process, you may use educated ‘guesstimates’. After approval to proceed to the project planning phase however, you should do a thorough cost analysis. You may need to seek the assistance of others (i.e.-Finance or MSO or external sources) to complete this. Your cost analysis will either confirm or change your initial cost estimates. Cost variances must be reported to the Board.

Benefits to CHICA:

These are benefits that do not have a monetary value. Describe how the project will improve the quality of service or products from CHICA.

Evaluation:

Outline your evaluation plan to demonstrate whether the project met the goals and expected outcomes. In other words – how will you measure your project’s success?

Participants:

Who is involved in the project, what is their affiliation and have you communicated your expectations to them?